

KESWICK TOWN COUNCIL

Minutes of the Keswick Town Council (KTC) Events Committee meeting held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Tuesday 5 April 2016 at 11.00am.

Present:

Chair:

Paul Titley (PT) – KTC Councillor (Cllr)

Gillian Atkinson (GA) – Cumbria Police
 Joe Broomfield (JB) – Allerdale Borough Council
 David Burn (DB) – KTC Cllr
 Phil Byers – (PB) – Geraud Markets
 Allan Daniels (AD) – KTC Cllr
 Bernadette Dunn (BD) – Packhorse Court
 Linda Furniss (LF) – Keswick Tourism Association (KTA)

Roy Johnson (RJ) – Keswick Retail Association
 Wendy Lerigo (WL) – KTC Administrator
 Sam O’key (SO) Cumbria Police
 Catherine Parker (CP) – KTC Officer
 David Quainton (DQ) - Keswick Rotary
 Dave Roberts – Keswick Lions

14. Apologies

Apologies were received from Leanne Pettit (Cumbria Police) & Cllr Tony Lywood.

15. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 16 February 2016 (pages 4 – 7) be agreed as a correct record.

16. Matters to be received from the Public

No members of the public were present.

17. Review Taste Cumbria

JB acknowledged a host of operational problems had been reported and a clear message received that the event had not been positive for the food outlets within Keswick.

Visitor numbers had been insufficient to service both the stalls and food outlets in town.

Issues regarding the overall management of the event were raised and included:

- The number of vehicles, positioning and time some were parked within the Market Place
- Positioning of stalls, i.e. close proximity to premises
- Nature of stalls and duplication of food supplied by other outlets within town
- Marquee/stalls left in position overnight
- Poor advertising/marketing
- Road closure and lack of notice given for deliveries to Market Place premises

JB concluded lessons had been learnt as a result of the event and serious consideration would be given by Allerdale Borough Council prior to issuing any further permission for events of this nature in the future.

Cumbria Police advised six stalls required Temporary Events Notices (TENS) in connection with the sale of alcohol; two of the six licences applied for were refused. It was noted that the responsibility of requiring relevant licences falls with the stall holder; however guidance from the organiser would be beneficial.

RESOLVED that JB send this feedback to the event organiser CN Group and the relevant members/officers at Allerdale Borough Council (the licensing authority).

18. Mid-Summer Festival

i) **RECEIVED** updates as follows from Councillor Titley:

Advertisements for inclusion within the 2016 Mid-Summer Festival Programme have been requested for return by 22 April 2016. Free copies of the Programme will be distributed and available to the town’s residents.

Initial discussions have taken place with Fluid Productions regarding their involvement in the following events:

Saturday 18 June – Brass Band Competition – Fitz Park

Two entries have been received to date plus one expression of interest.

Sunday 19 June – Scruffs – Fitz Park

A sub- committee for the event is scheduled to take place week commencing 11 April 2016.

An invitation to the Police dogs requesting their attendance has been made.

Interest regarding attendance from a bouncy castle supplier has been received.

RESOLVED that Keswick Town Council Events Committee request Keswick Town Council agree the use of bouncy castles at its events due to the potential health and safety risks associated with them and previous advice given by Keswick Police.

Wednesday 22 June – Prom in the Park – Fitz Park

Initial contact has been made with the performers from the 2015 event.

Saturday 25 June – I Perform – Market Square

Sunday 26 June – Music in the Square – Market Square

None KTC Organised Events for Mid-Summer Festival Programme inclusion:

Friday 17 June – Kwik Cricket County Final

Sunday 19 June – Songs of Praise – St John’s Church

These events will be included within the 2016 Programme

- ii) **RECEIVED** the 2015 Festival de-brief report for consideration:-
It was agreed that all items within the report will be considered when planning the events this year.
RESOLVED in relation to Debrief Item 5 that permission be sought from Steph Davis-Johnson, Cumbria County Council for Sir Tom to park on the Market Place one mid-week day during the Festival.

19. Fitz Park Premises Licence Update

- i) **RECEIVED** a verbal update from the Admin & Finance Officer.
The Premises Licence for Fitz Park has been submitted to Allerdale Borough Council and a response is awaited.
- ii) **RECEIVED** a site plan of the area to be used as part of the above application and example layout/site plan.
CP advised that the cricket pitch area does not form part of the licence application and cannot be used for Keswick Town Council events.

20. DBS Checks

Due to the small number of Keswick Town Council Events and potential child supervision situations within them it is doubtful that DBS checks will be required.

RESOLVED that Keswick Town Council will contact the DBS department to establish whether DBS volunteer checks are required for Councillors of the Keswick Town Councils Events Committee. Other organisations will be responsible for establishing their own requirements.

21. Countdown Clock – Keswick Tourism Association

LF advised the attendees that The Skiddaw Hotel agreed to site the Countdown Clock on their premises following previous investigations to install the clock onto the Moot Hall by KTA. Annual installation/removal costs of the clock, relevant permissions and health and safety requirements were deemed to be too expensive and onerous for a once a year event.

RESOLVED that Fluid Productions be contacted regarding the potential of projecting a clock display onto the Moot Hall for a half hour period prior to midnight.

22. Fitz Park Mid-Summer Events – Vehicular Access

It was acknowledged that the movement of vehicles during an event can be problematic. Proposals to manage the vehicles within the Park were discussed. The proposals included providing the event's suppliers with clear instructions regarding the permitted times for entry and removal of vehicles and allocating more stewards to enforce the instructions.

RESOLVED that the Fitz Park Trustees be requested to reconsider the Terms and Conditions of Use of the Park regarding vehicular arrangements for events taking place in the Park during the Festival weeks events.

23. Volunteers, Stall Holders & Suppliers

i) It was agreed that Keswick Lions, Keswick Rotary and Geraud Markets would be involved with the organisation of the 2016 Mid-Summer Festival. A meeting for key representatives from the stewarding organisations will take place prior to the events and guidance notes will be issued. Stewarding duties will include crowd control/entry points, barrier setup/removal, litter picking, table & chair setup/removal etc. The meeting will be organised for the beginning of June.

RESOLVED that invitations be made to the Keswick WI and Keswick Cadets to request their involvement – a member of the KTC Events Committee should be appointed to be responsible for the stewards at the events as a single point of contact

ii) To agree which stall holders and suppliers are required at each event and how to communicate the events to them - ***This item was not discussed – To be placed on future agenda***

iii) To agree which KTC Events Committee member will be responsible for the above items – ***This item was not discussed – To be placed on future agenda***

24. Programme of Events/Advertising

i) It was agreed that PT would be the responsible KTC Committee Member for arrangements of the programme of events and advertising avenues.

ii) It was agreed that the 2016 Mid-Summer Programme would be distributed throughout the town and include delivery of copies to the Tourist Information Centre. JB will email Keswick Town Council regarding banner permission.

25. Correspondence

i) **RECEIVED** correspondence regarding Armed Forces Day – Saturday 25 June 2016. **RESOLVED** that the organisation be contacted to seek further information.

26. Date of Next Meeting

The next meeting of the KTC Events Committee will be held **Tuesday 17 May 11.00am, Council Chamber, Keswick.**

The meeting closed at 12.05 pm

The Committee was made aware of the other events taking place within the Town, not falling under the jurisdiction of Keswick Town Council:-

As there had been no prior notice to these items being discussed and they were not on the agenda no **RESOLUTIONS** could be made.

The meeting attendees were reminded that any support (financial or otherwise) required from Keswick Town Council must be requested via the Town Clerk to Full Council and not the Events Committee.

Lakesman Event – Sunday 19 June - CN Events

Concerns were raised regarding potential problems that could be experienced within the town following the issues experienced with the Taste Cumbria event.

GA advised:

Cumbria Police have been made aware of the event and are liaising with the organiser, CN Events. Keswick Police will not be in attendance.

Consultation in connection with The Lakesman is currently ongoing and relevant licenses are still to be approved.

The current proposal states the Theatre by the Lake car park will be closed and stalls will be erected.

JB will establish stall attendance details as Keswick Town Council; Events Committee expressed concern regarding the potential of food stalls that could take trade away from local food outlets within the town.

ITEM FOR CONSIDERATION – *In the light of this information - Should Keswick Town Council write to CN Events to object to the inclusion of food stalls, should JB confirm food stalls are proposed.*

Tour of Britain – Monday 5 September 2016 – LF Keswick Tourism Association

Events to celebrate the Tour of Britain visiting Cumbria are taking place within the County. KTA is considering the option of seeking funding for an event in Keswick from Cumbria County Council. The proposal is to position big screens to display the 'tour' within the Market Place together with providing tables and chairs for spectators to use.

GA confirmed that a premises licence would be required for this event.

No further action is required until funding for the event is sought from KTA.

ITEM FOR CONSIDERATION – *It was suggested that this Event could be added to the existing Keswick Town Council premises licence for Market Square (solely obtained for events falling under the responsibility/liability of Town Council) even though KTA were organising this event.*

REMINDER – *It was resolved by Full Council at their meeting in February 2016 that no changes be made to the existing premises licence for Market Square (any amendments were subject to a further application costing £100). Therefore do Councillors feel this event be added to the existing licence (along with liability) being mindful that 3 Councillors will have to sign a special resolution to have this decision rescinded, as it has been made within the last 6 months (as per Standing Orders). Alternately KTA could be advised that if they wish to proceed with organising this event they should be aware that they are liable for it as a whole including all necessary permissions/licences/volunteers/insurance etc. and that this could not be added to the KTC premises licence, due to the resolution made in February and it not being a Keswick Town Council event.*

A591 official re-opening – Friday 17 June 2016 – LF Keswick Tourism Association

An official re-opening event of the A591 is scheduled to take place at Thirlmere, Friday 17 June 2016. Any organisations interested in co-ordinating an event in Keswick to mark the re-opening of the A591 should contact KTA.

Food Fayre in Fitz Park – 21-24 July 2016 – TBC – PB Geraud Markets

Geraud Markets is considering organising a two day food and craft fayre to take place in Fitz Park during July 2016. It was noted that the Trustees of the Charitable Trust of Fitz Park would need to grant permission for use of the Park. It is proposed that a percentage of revenue made from the event would be made available to the Park for its repair works.