

KESWICK TOWN COUNCIL

Keswick Town Council Events Committee

Council Offices
50 Main Street
Keswick
CA12 5JS
Tel 017687 73607

23rd March 2016

Dear Sir/Madam

A meeting of the Keswick Town Council Events Committee will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on **Tuesday 5th April 2016 at 11.00am.**

Members of the public and press are welcome to attend.

Yours faithfully



Catherine Parker
Administration & Finance Officer

AGENDA

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To agree the minutes of the Events Committee Meeting held on the 16 February 2016 (pages 4 – 7) - (enclosed)
- 3. Matters to be received from the Public**
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than quarter of an hour throughout the meeting.
- 4. Review Taste Cumbria**
To review the above event which took place on 27th - 28th March and to send any feedback to the event organisers via Joe Broomfield (ABC – Town Centre Manager), if felt necessary.
- 5. Mid-Summer Festival**
 - i) To receive updates from committee members on the current plans in place for the events below:-
 - Saturday 18 June – Brass Band Competition – Fitz Park
 - Sunday 19 June – Scruffs – Fitz Park
 - Wednesday 22 June – Prom in the Park – Fitz Park
 - Saturday 25 June – I Perform – Market Square
 - Sunday 26 June – Music in the Square – Market Square

None KTC Organised Events for Programme inclusion:

 - Friday 17 June – Kwik Cricket County Final
 - Sunday 19 June – Songs of Praise – St John’s Church
 - ii) To receive report for consideration following the 2015 Festival de-brief - (enclosed)

6. **Fitz Park Premises Licence Update**
 - i) To receive a verbal update from the Admin & Finance Officer
 - ii) To receive site plan of area to be used as part of the above application and example layout/site plan - (enclosed)
7. **DBS Checks**

To agree to apply for DBS checks to be carried out for Keswick Town Councillors on the Events Committee, in their volunteer role - (email enclosed for further information).
8. **Countdown Clock – Keswick Tourism Association**

To discuss the repositioning of the KTA New Year Countdown Clock from its current position on the Skiddaw Hotel to the Moot Hall and to make representations to KTA to ask if this would be possible.
9. **Fitz Park Mid-Summer Events – Vehicular Access**

To discuss vehicular arrangements for all KTC events to be held in Fitz Park and agree if a letter should be sent to Fitz Park Trustees to request additional vehicular access for organisers/suppliers - (Terms & Conditions of Use – enclosed)
Please note: All terms and conditions of use for Fitz Park must be adhered to (excluding hire charge)
10. **Volunteers, Stall Holders & Suppliers**
 - i) To agree which volunteer organisations/local groups should be approached to assist with events and the roles we need them to undertake e.g. stewarding (including crowd control/entry points, barrier setup/removal, litter picking, table & chair setup/removal etc).
 - ii) To agree which stall holders and suppliers are required at each event and how to communicate the events to them
 - iii) To agree which KTC Events Committee member will be responsible for the above items
11. **Programme of Events/Advertising**
 - i) To agree who is the responsible KTC committee member for arrangements of the programme of events and advertising avenues.
 - ii) To agree if an approach should be made to Moot Hall to confirm the offer made post the 2015 events to allow programmes to be handed to members of the public from their TIC premises for the 2016 events
12. **Correspondence**

To receive the following correspondence for discussion:-

 - i) Armed Forces Day – Saturday 25 June 2016 - (e)

For information: The meeting structure will run as per the above agenda, copies of which will be tabled on the day for ease of reference.

Please note: The Keswick Town Council Event committee members will be invited to a sub-group meeting to discuss contracting arrangements for the Christmas Lights tender and budgeting at a later date – to be confirmed

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 16 February 2016 at 11.00am.

Present:**Chair:**

Paul Titley (PT) – KTC Councillor (Cllr)

David Burn (DB) – KTC Cllr

Wendy Lerigo (WL) – KTC Administrator

Alexander Boardman (AB) – Packhorse Court

Catherine Parker (CP) – KTC Officer

Joe Broomfield (JB) – Allerdale Borough Council

Constable Leanne Pettit (LP) – Cumbria Police

Phil Byers – (PB) – Geraud Markets

David Quainton (DQ) - Keswick Rotary

Allan Daniels (AD) – KTC Cllr

Ray Sheldon (RS) – Keswick Lions

Phil Haliwell (PH) – Geraud Markets

Craig Taylor (CT) – Geraud Markets

Roy Johnson (RJ) – Keswick Retail Association

8. Apologies

Apologies were received from Gillian Atkinson (Cumbria Police), Bernadette Dunne (Packhorse Court), Anna Lyttle (CN Events), Linda Furniss (KTA) & Cllr Tony Lywood

9. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 12 January 2016 (pages 1 – 3) be agreed as a correct record.

10. Matters to be received from the Public

No members of the public were present.

11. Allerdale Borough Council Town Centre Manager – Grant Application Update & Taste Cumbria

RECEIVED the following updates from Joe Broomfield (ABC Town Centre Manager):

Grant Application Progress

Cumbria Flood Recovery grant is available via the LEP (Local Enterprise Partnership) for new or additional tourism activities/events for use in flood effected areas until end of September 2016, which meet the specified criteria. A total overall grant of £300k will be distributed equally to the four flood areas of Cumbria; Allerdale, Carlisle, Eden and South Lakeland. Confirmation of the £75k allocation by the LEP is anticipated w/c 22 February 2016. Once confirmation of the allocation has been received from the LEP, Allerdale Borough Council's Grants Panel will consider all applications received (estimated to total £150k to date) and notify applicants accordingly. The Grants Panel is scheduled to consider the applications Thursday 25 February 2016.

Taste Cumbria

The representative from CN Events, Taste Cumbria was unable to attend the meeting. A two day food event will take place Easter Sunday and Monday, 27/28 March 2016. It was noted that the Easter weekend was not ideal for this event as additional visitors could have been attracted to the town at a quieter tourism period had consideration to this been given.

Geraud Market (UK) will provide unbranded stalls for the event, but are not the organisers. It was noted that 50 traders have confirmed attendance. CN Events will provide additional activities and demonstrations should their application to the Cumbria Flood Recovery Grant be successful, although an event will take place if funding is not received. Concern was raised regarding loss of visitor numbers to other/outer areas of the town if the event was only active in the Market Place.

RESOLVED that JB relay the above information onto CN Events plus ensure they are aware that the correct licencing and security/stewarding is in place and arranged appropriately in a timely manner, as Keswick Town Council has no responsibility for this event whatsoever.

Further **RESOLVED** JB arranges a meeting with CN Events, RJ and representatives from other/outer areas of the town to discuss the potential of extending the coverage into other areas of the Town in addition to Market Square.

Geraud Markets is considering organising a two day food event to take place in Fitz Park July/August 2016. It was noted that the Trustees of the Charitable Trust of Fitz Park would need to grant permission for use of the Park. Geraud were encouraged to seek permission from the Trustees at their earliest convenience if they wish to proceed with the two day food event.

- 12. Licensing Requirements for proposed Keswick Town Council Events (Market Square & Fitz Park)**
RECEIVED report from Administration & Finance Officer regarding licensing requirements for Keswick Town Council Market Place and Fitz Park Events giving the information as stated below:

Keswick Town Council Events – MARKET SQUARE EVENTS LICENCE

Premises Licence PLNA0141 – Existing Licence in place – Annual Fee £70 (any variations £100)

Licensable Activities:

- A performance of play
- An exhibition of a film
- A performance of live music
- Any playing of recorded music
- A performance of dance
- Entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance

Events covered by licence:

- Saturday 25th June 2016 – I-Perform – Market Square – 7pm to 9pm
- Sunday 26th June 2016 – Music in the Square – Market Square – 12noon to 7.30pm
- Friday 18th November 2016 – Keswick Christmas Lights Switch On – Market Square – 2pm to 8pm

The Times the Licence Authorises the Carrying out of Licensable Activities:

Day	Month	Description	Time From	Time To
Friday	November/ December	Performances taking place on Fridays will be during the Christmas Lights Switch On event taking place in either November or December each year	2.00pm	8.00pm
Saturday	June	Performances taking place on Saturdays will be during the Midsummer Festival event taking place in June each year	11.00am	9.00pm
Sunday	June	Performances taking place on Sunday will be during the Midsummer Festival event taking place in June each year	11.00am	8.00pm

Keswick Town Council Events – FITZ PARK EVENTS LICENCE

Premises Licence - TO BE APPLIED FOR

Initial Application Fee £100 (plus £70 annual fee and any variations thereafter £100)

Proposed - Licensable Activities (To be applied for by the Licence under the ABC Licence headings)

As per activities in Market Square licence with the following change:

- Entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance (to include Scruffs Dog Show in description)
-

Proposed – Events to be covered by licence:

- Wednesday 22nd June 2016 – Picnic Prom in the Park – 4.30pm to 9pm
- Saturday 18th June 2016 – Brass Band Competition – Fitz Park – 10.00am to 7.00pm
- Sunday 19th June 2016 – Keswick Scruffs – Fitz Park – 11am to 5pm

Fitz Park Licence:

Day	Month	Description	Time From	Time To
Wednesday (Picnic Prom)	June	Performances taking place on Wednesday will be during the Midsummer Festival event taking place in June each year	3.00pm	9.30pm
Saturday (Brass Band Competition)	June	Performances taking place on Saturday will be during the Midsummer Festival event taking place in June each year	9.00am	8.00pm
Sunday (Scruffs)	June	Performances taking place on Sunday will be during the Midsummer Festival event taking place in June each year	10.00am	6.00pm

Other things to consider/put in place as part of the Premises Licence applications:-

- Noise Management Plan
- Child Protection Policy
- Child Protection Certificates (for Event Committee KTC members) – DBS checks

NOTE: The committee must be aware that when planning events the above dates, months, event description and times must be adhered to unless the committee decide on a variation which will cost £100

RESOLVED that:-

- no amendments be made to the existing licence for the Market Square for 2016.
- that Keswick Town Council apply for a premises licence for events taking place in Fitz Park at the cost of £100 and then £70 on an annual basis.

AGREEMENT IS SOUGHT FROM FULL KESWICK TOWN COUNCIL TO APPROVE THE ABOVE RESOLUTIONS.

Further **RESOLVED** that LP will contact Police Headquarters regarding legislation and guidance in line with Child Protection Policy and give advice on DBS check requirements which will be considered at the next meeting.

13. Date of Next Meeting

The next meeting of the KTC Events Committee will be held **Tuesday 5 April, 11.00am, Council Chamber, Keswick.**

The items to be placed on the above agenda along with standard items are:-

- Review of Taste Cumbria event,
- Update on the Mid-Summer Festival 2016
- Countdown Clock – To ask Keswick Tourism Association if it would be possible for them to move the current position of the New Year Countdown Clock to Moot Hall

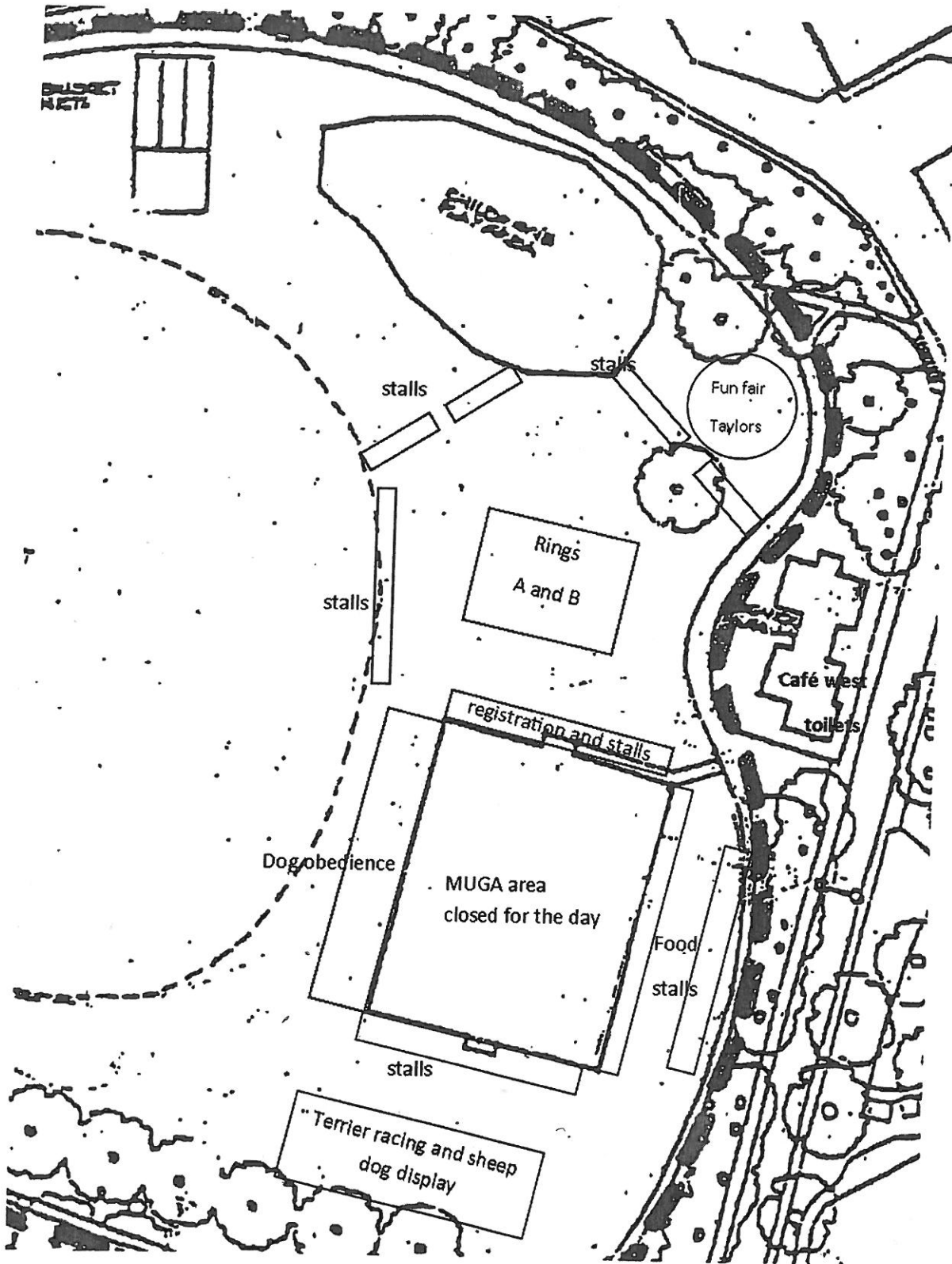
The meeting closed at 11.50am

Points for 2016 Consideration following 2015 Festival Debrief

1.	<p>General Advertising Free Programmes (5,000) – 36 page – paid advertising? Basic website for festival – Sponsor (could try KCS) Consider – facebook - I love lakedistrict Recruit more volunteers – advertise for in Reminder, WI to consider Request for stalls beginning of the year Tourist Information Centre to be considered</p>
2.	<p>Scruffs Registration to be better organised (incl potential more pre-registration) £3.00 registration cost for Scruffs? Pull up/pop up Banners for identifying areas Police dogs? Terrier racing to be improved (Terriers only) – heats – pre-registration – move to 2015 Clip n climb's location? Dogtathlon - expand – pre-registration Plan of site to be included in the programme More stalls – not Market Square – Fitz only Need gaps in programme to allow time for visiting stalls Category 'Best Rescue Dog' to replace one of the others No cricket match on Scruffs day? – expand into area? Security of collected monies</p>
3.	<p>Prom Corporate tents More sponsors Need compere Need running order – must have one month before Flags needed</p>
4.	<p>I Perform and Music Festival Salvation and Swede Dreamz - invite again? Move stalls further down in Market Square More food stalls?</p>
5.	<p>Sir Tom Move from Fitz Park to Market Square</p>
6.	<p>Misc Must have more pre-planning meetings – include more organisations Parking arrangements to be considered/agreed by Trust Meeting Events must be considered/agreed by Trust Risk Assessments - important Bins kept at Fitz</p>
7.	<p>Additional Events to be considered: Keswick School – Art Exhibition Cricket Jamboree – Friday before Cumbria Cricket Rugby Club – annual clean up Pudding Festival – moved – move back Keswick Street Theatre Greta Hall – poet's day – Jeronime Palmer Crow Park – 1812 overture and fireworks – would need sponsor – GLL? Continental market</p>

Scruffs – Example Layout/Site Plan

Subject to change pending confirmation of entertainment attendees each year



Office

From: Pettit, Leanne <Leanne.Pettit@cumbria.police.uk>
Sent: 16 February 2016 14:38
To: 'Paul Titley'
Cc: office@keswicktowncouncil.gov.uk; Atkinson, Gillian
Subject: DBS checks

Mr Titley

Following this morning's meetings, I have discovered some, perhaps, useful information! If you have a look at the following link:

<https://www.gov.uk/disclosure-barring-service-check/overview>

And scroll down the page, there is a bit about volunteers, however, not everyone can apply for a DBS check, it would need to be an employer/request for a certain amount of checks per year and giving an example of Keswick Town Council using volunteers to man/woman the Lost Child post with volunteers from Rotary or Lions, for example, it appears that those people would not require a DPS check.

The key wording apparently is '**regular and unsupervised**'. I would not describe as once or twice a year as 'regular' and I would suggest its rarely/never unsupervised contact with children.

You could email the DBS service directly, there is a link in the attached website and ask them direct questions, ie if I have this event, this many people, this many lost kids, this often per year, just to get it in writing that you don't require DBS for said persons.

I would, however, to prevent any possible claims/accusations etc, ensure that persons undertaking such roles are at least in pairs, can be personally vouched for etc.

Possibly not the definitive answer you wanted. I did also ask about the 'self certificates' the BBC persons allegedly had and our Force Disclosure Officer has never heard of them.

Thanks

Leanne Pettit
Problem Solving Officer 1197
Cockermouth Police Station
Allerdale Rural Neighbourhood Policing Team
West TPA

T: 101, option 2, ext 41197
T: 0300 124 0113, ext 41197

E: leanne.pettit@cumbria.police.uk
W: www.cumbria.police.uk

Find us on...
W: www.cumbria.police.uk
Facebook: www.facebook.com/cumbriapolice
Twitter: www.twitter.com/cumbriapolice

Cockermouth Police Station, Unit 1B Europe Way
Cockermouth Cumbria CA13 0RJ

IMPORTANT NOTICE:

**TERMS AND CONDITIONS OF USE OF
FITZ PARK, STATION ROAD, KESWICK AND HOPE PARK, LAKE ROAD, KESWICK**

The Charitable Trusts agree to the use of Fitz and Hope Park

On the following conditions:

- 1) That the standard rate will be payable by the Hirer for the use of the Fitz. The rates for use of the Park are as follows:-

The base rate for use of the park be set at **£500.00 plus VAT** per day (with a charge of £125 plus VAT applying for set up/take down days) OR £1 plus VAT per competitor whichever is greater.

The base rate will be invoiced prior to the event with the remainder being paid after the event once the number of competitors has been clarified.

Please note: The Trust retains the discretion to amend this charge in appropriate circumstances

- 2) That arrangements be made for car parking outside the park and that no vehicles access the Park. Vehicular access to Fitz Park is restricted to permit holders only; permission is required from Fitz Park Trust to access the park for loading and unloading only whilst hiring the Park. The following conditions relating to vehicle access to Fitz Park must be observed at all times:-
 - Entry to the Park must be via the gates adjacent to Keswick Museum and Art Gallery
 - Gates must be opened and closed on entry and exit. Should you be using this location as a finish line for your event you must ensure stewards are in attendance at all times.
 - Speed is restricted to 5mph
 - Care must be taken regarding other park users, particularly children and cycles
- 3) That the noise levels be marshalled in view of the proximity to residential area and no music/audio to be played at any time.
- 4) That any damage will be repaired by the Hirer within one calendar month of the event and any costs, in reinstating the park, will be met by the Hirer
- 5) That a thorough litter pick takes place following your event and all signage is removed.

- 6) That the Hirer confirms they hold full public liability insurance, the necessary licence for the event to take place (if applicable) and undertakes a risk assessment of the area to be used and supplies the Trust with a detailed site plan, any costs to be met by the hirer. **Copies of these must be provided to the Trust before any event takes place.**
- 7) That the Hirer will indemnify The Fitz Park Charitable Trust against all claims arising from this event.
- 8) That the Hirer agrees to Fitz Park Charitable Trust and Fitz User Groups (Sports Clubs) using other sections of the Park for other purposes at the same time as the event is being held.
- 9) That the hirer confirms they have viewed the Cumbria County Council 'Safety Information for Event Organiser' webpage (see <http://www.cumbria.gov.uk/eventscalendar/eventsafetyinformation.asp> for details) and completed the relevant forms. **A copy of EAG 1 form as a minimum must be provided to the Trust before any event takes place (If applicable).**
- 10) That prior approval of the Trust is required for any subletting e.g. outside caterers (including vendors), alcohol availability and entertainment to be provided.
- 11) That sufficient toilet facilities be provided for the numbers expected to attend.
- 12) That all items pertaining to your event e.g. barriers, toilets skips etc. must be removed from the Park no later than 24 hours after the event

From: Owen, Jill [mailto:Jill.Owen@Allerdale.gov.uk]

Sent: 01 March 2016 14:47

To: McCarron-Holmes, Carni; maryport.council@talk21.com; cockermouthtowncouncil@btconnect.com; wigtontown.council@btconnect.com; lynda@keswicktowncouncil.co.uk; clerk.aspatiatc@yahoo.co.uk

Subject: RE: Armed Forces Information

Good Afternoon All

As Allerdale Armed Forces Champion I recently attended the County Council meeting. We were informed that there is a small budget available to assist with the organisation of celebrations of Armed Forces Day in communities.

I write to recommend that if your Town is planning an event that you contact Lizzie Shaw at Cumbria County Council, Neighbourhood Area Office, Workington Library, Workington for details of how to apply her contact details are Tel: 01900 706013, Mobile: 07825 103575, lizzy.shaw@cumbria.gov.uk

Regards

Carni

Councillor Carni McCarron-Holmes
Portfolio Holder for Housing and Health

Making Allerdale a great place to live, work and visit
Please consider the environment - do you really need to print this email?



([HTTPS://WWW.ARMEDFORCESDAY.ORG.UK/](https://www.armedforcesday.org.uk/))

SATURDAY 25 JUNE 2016
ARMED FORCES DAY

Home (https://www.armedforcesday.org.uk) > About

ABOUT

What?

Armed Forces Day is a chance to show your support for the men and women who make up the Armed Forces community: from currently serving troops to Service families, veterans and cadets. There are many ways for people, communities and organisations across the country to show their support and get involved (<https://www.armedforcesday.org.uk/get-involved/>), from attending an event or joining us online to throwing a party or local event.



When?

Armed Forces Day takes place on Saturday 25 June 2016.

Armed Forces Day celebrations begin on Monday 20 June when the Armed Forces Day

flag is raised on buildings and famous landmarks around the country.

Reserves Day (<https://www.armedforcesday.org.uk/reserves-day/>) on Wednesday 22 June will provide an opportunity for the country to recognise our Reserve Forces.

Where?

The National Event will be held in Cleethorpes in North East Lincolnshire and local events will be taking place across the country. You can search or add your local event here (<https://www.armedforcesday.org.uk/find-events/>).

Why?

Showing support for the Armed Forces provides a much valued morale boost for the troops and their families. You can find out more about what they are doing at home and around the world by visiting the official sites of the Royal Navy (<http://www.royalnavy.mod.uk>), British Army (<http://www.army.mod.uk>) and Royal Air Force (<http://www.raf.mod.uk>).

The public show their support for the Armed Forces on Armed Forces Day, but did you know the Armed Forces Covenant (<https://www.armedforcesday.org.uk/about/armed-forces-covenant/>) outlines how the Government, businesses and communities support Armed Forces personnel past and present throughout the year? Find out more here (<https://www.armedforcesday.org.uk/about/armed-forces-covenant/>).

Who?

The Armed Forces

The UK Armed Forces defend the UK and its interests. They are busy working around the world, promoting peace, delivering aid, tackling drug smugglers, providing security and fighting terrorism.

Veterans

A veteran is anyone who has served in the HM Armed Forces at any time (including National Servicemen, Regulars and Reserves). Armed Forces Day celebrates their continued role within the military community.

You can find out more information about support for Veterans on the Veterans-UK website (<https://www.gov.uk/government/organisations/veterans-uk>) or by calling Veterans UK on 0808 1914 218.

Reservists

Reservists give up their spare time to serve in the Reserve Forces, balancing their civilian life with a military career to ensure that should their country require them, they would be ready to serve.

An annual Reserves Day (<https://www.armedforcesday.org.uk/reserves-day/>) celebrates their contribution to the Armed Forces and this year takes place on Wednesday 22 June.

Cadets

The Cadet Forces (<http://www.gov.uk/the-cadet-forces-and-mods-youth-work>) (Sea Cadets, Army Cadets, Air Cadets and the Combined Cadet Force) currently support over 130,000 young people in more than 3,000 locations across the UK. Cadets learn life and career building skills as well as gaining vocational qualifications..

Families

Our Armed Forces couldn't do their job without the incredible support of their family and friends.

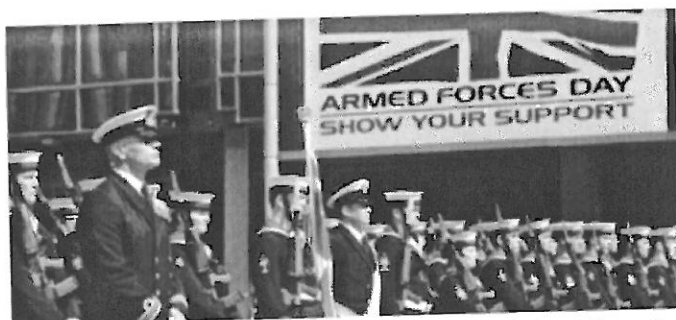
Charities

Although Armed Forces Day is not a charitable event, the Armed Forces have the support of several UK charities and many local events will offer opportunities to support them. To find out more about Armed Forces charities please see here (<https://www.gov.uk/donations-to-support-members-of-the-armed-forces>).



(<https://www.armedforcesday.org.uk/find-events/>)

FIND EVENTS ([HTTPS://WWW.ARMEDFORCESDAY.ORG.UK/FIND-EVENTS/](https://www.armedforcesday.org.uk/find-events/))



(<https://www.armedforcesday.org.uk/get-involved/afd-national-event/>)

AFD NATIONAL EVENT ([HTTPS://WWW.ARMEDFORCESDAY.ORG.UK/GET-INVOLVED/AFD-NATIONAL-EVENT/](https://www.armedforcesday.org.uk/get-involved/afd-national-event/))



(<https://www.armedforcesday.org.uk/get-involved/organise-your-own-event/>)

ORGANISE YOUR OWN EVENT ([HTTPS://WWW.ARMEDFORCESDAY.ORG.UK/GET-INVOLVED/ORGANISE-YOUR-OWN-EVENT/](https://www.armedforcesday.org.uk/get-involved/organise-your-own-event/))

Contact details

For local event details please contact your local organiser.

For General Enquiries:
020 7807 0970

For Media Enquiries:
020 7218 5734
or 020 7218 1577

For specific event enquiries please see the Event page
(<https://www.armedforcesday.org.uk/find-events/>) for contact details.

Links

- Newsletter (<https://www.armedforcesday.org.uk/newsletter/>)
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@ArmedForcesDay

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 **BritishMonarchy** @BritishMonarchy 1h
Congratulations @RoyalAirForce 47 Squadron on reaching 100!

The Princess Royal attended their Centenary Parade pic.twitter.com/KNMdFPehJI
Retweeted by Armed Forces Day



Tweet to @ArmedForcesDay

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