

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

Alexander Boardman (AB) – Packhorse Court

Joe Broomfield (JB) – Allerdale Borough Council

Phil Byers – (PB) – Geraud Markets

Allan Daniels (AD) – KTC Cllr

Phil Haliwell (PH) – Geraud Markets

Roy Johnson (RJ) – Keswick Retail Association

Wendy Lerigo (WL) – KTC Administrator

Catherine Parker (CP) – KTC Officer

Constable Leanne Pettit (LP) – Cumbria Police

David Quainton (DQ) - Keswick Rotary

Ray Sheldon (RS) – Keswick Lions

Craig Taylor (CT) – Geraud Markets

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