

**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 12 January 2016 at 11.00am.

**Present:**

**Chair:** Paul Titley (PT) – KTC Councillor (Cllr)

Sgt Gillian Atkinson (GA) – Cumbria Police

David Burn (DB) – KTC Cllr

Allan Daniels (AD) – KTC Cllr

Roy Johnson (RJ) – Keswick Retail Association

Wendy Lerigo (WL) – KTC Administrator

Catherine Parker (CP) – KTC Officer

Constable Leanne Pettit (LP) – Cumbria Police

David Quinton (DQ) - Rotary

**1. Apologies**

Apologies were received from Cllr Tony Lywood, Joe Broomfield (Allerdale Borough Council) and Phil Byers (Geraud Markets). Not present, Andy Cannon/Dave Roberts (Lions), Bernadette Dunne (Packhorse Court),

**2. Introduction of Attendees around the table**

Introductions were not made, parties present were known to all in attendance.

**3. Minutes**

No previous Minutes to be approved due to this meeting being the first formal Keswick Town Council Events Committee held.

**4. Matters to be received from the Public**

No members of the public were present.

**5. Keswick Town Council Christmas Lights & Events Committee – Terms of Reference, Accountability/Responsibility, Budget & Funding**

**RECEIVED** a report from the KTC Administration & Finance Officer. The report provided information to meeting attendees of the terms of reference, accountability/responsibility and budget & funding of the Committee.

CP reiterated that all attendees must abide by the rules and regulations provided.

In line with current KTC standing orders for Committees, agendas and minutes will be produced and distributed. Minutes of the KTC Events Committee will be issued with Town Council meeting papers. It was noted that non Councillor members of the Committee will be members in an ex officio capacity.

**Licensing**

It was acknowledged that licensing must be ratified well in advance of any KTC events. Anything licencing related must be emailed to Gillian Collinson (ABC Licencing Dept) in the first instance, copying in GA and LP who will pick up on anything and will advise the Committee of its licensing requirements. Premises Licences must be obtained for any events were attendee numbers are anticipated to be over 499.

**6. Updates of Initial Plans for 2016 Events - Initial Keswick Town Council Events – to be ratified by Full Council****a. St Georges Day**

**RESOLVED** that KTC Events Committee will not take over the running of the St George's Day event following a request received from the current/previous organiser, Roger Purkiss.

**b. Dragon Boat Competition**

PT has received an enquiry regarding a Dragon Boat Competition on Derwent Water. Difficulty regarding relevant permissions were acknowledged. It is understood that the Bassenthwaite Rotary Club have involvement with a similar event.

**RESOLVED** that PT will contact the enquirer to discuss further.

**c. Queens 90<sup>th</sup> Birthday**

Celebrations are anticipated to take place nationally 11 June 2016. The Events Committee acknowledged the Market Place could not be used for any proposed event due to the existing Saturday market. It was also noted that Keswick Festival week started the weekend after therefore the Events Committee would already be fully stretched.

**d. June Festival Week**

PT will prepare the 2016 Programme of Events. The ambition was that a Programme be delivered free of charge to all households in Keswick, this would be compiled by PT. Some sponsorship offers have already been received. It is anticipated that Fluid Productions will assist with the KTC June Festival week. It may be that the Town Council would want to pass the management of Scruffs and Keswick Festival Week onto a third party in 2017, in the same way that Keswick Mountain Festival was taken over from KTA, should the Council agree.

In addition to the events listed below, Keswick Rugby Club may also wish to participate.

**Proposed Programme:**

**e. 17 June 2016 – Kwik Cricket County Final**

Children knock out competition to be included in Programme, no other involvement from KTC Events Committee required.

**f. 18 June 2016 – Brass Band Competition – Fitz Park**

New event proposed to be included within the June Festival Week. Brass Band Competitions are already held in other towns of Cumbria.

**RESOLVED** that a joint Keswick funding application be applied for by Joe Broomfield, it is envisaged that the Brass Band competition would require funding of £2,000.00 alone. Cllrs David Burn and Allan Daniels will meet with Joe to discuss this potential bid to the Cumbria Flood Recovery fund, the meeting is scheduled to take place 20 January 2016, 2.00pm, Moot Hall, Keswick. Grant would be used to fund towards prizes, fencing and marshalling etc.

**g. TBC - Keswick on a Plate (Food Festival) – Fitz Park**

New event proposed to be included within the June Festival week, this KTC food event will only be considered should the proposal from Geraud Markets for a two day Food Festival in August not proceed.

**RESOLVED** that a further request of £2,000 will also be made to Joe Broomfield for inclusion in a potential bid to the Cumbria Flood Recovery fund.

**h. 19 June 2016 – Keswick Scruffs – Fitz Park**

Scruffs is now in its third year. Free time will be built in to the Programme of classes to allow participants and visitors to attend stall holders/other activities within the Park. Volunteers will be required to assist with the running of the event. A premises licence will be required due to usage of a PA system (this is classed as regulated entertainment). It was noted that stall holders will be responsible for obtaining their own relevant licences e.g. licence to sell alcohol.

**RESOLVED** that an invitation be made to the Police Dogs and that a premises licence for Fitz Park be applied for due to the regulated entertainment aspect of the event.

**i. 19 June 2016 – Songs of Praise – St John's Church, Keswick**

St John's Church, Songs of Praise event to be included in the Festival Programme, no other involvement from KTC Events Committee required.

**j. 22 June 2016 – Prom in the Park**

This will be the second Prom in the Park and should be included in the premises licence being applied for at Fitz Park.

**k. 25 June 2016 – I-Perform – Market Square**

Performances from Keswick School attendees followed by an Oasis tribute band – event to close 8.00/9.00pm

**RESOLVED** that the premises licence must be checked to ensure acts can perform until 9.00pm.

**l. 26 June 2016 – Music in the Square – Market Square**

Performances from local bands, followed by an Abba tribute band – event to close between 6pm and 7.00pm.

**m. 18 November 2016 – Keswick Christmas Lights Switch On – Market Square**

KTC Market Place Christmas Light Switch On event to close once the lights have been switched on. Packhorse Court may wish to continue with their activities.

**Rotary Lanterns**

The Lanterns produced in association with Rotary for the 2015 CIN/Christmas Light Switch On event were not used due to adverse weather. DQ has contacted all lantern providers regarding their retention for 2016. DQ has secured a facility for keeping lanterns at Applethwaite should the providers wish to use it. It is hoped that seven of the 2015 lanterns will still be available for the 2016 Switch On.

**Tree of Light**

Mike Graham, (Arbortec) has informed DQ that the lights on the Mini Tree of Light within the Market Place need to be removed due to the lights causing damage to the tree.

**RESOLVED** that DQ will liaise with Mike Graham to ensure this exercise is undertaken and new lights fitted. Funding for removal of the existing lights and the installation of new lights onto the Mini Tree of Light must be funded by Keswick Rotary Club as it will not be funded by KTC.

**n. New Years Eve**

This is not a KTC event – discussions regarding the position of the count down clock took place. The Committee concluded that the clock would be better positioned on the Moot Hall rather than in its current position on the Skiddaw Hotel, however no further action is required as the countdown clock is the responsibility of KTA. (It was noted that the Moot Hall position had been disallowed by LDNPA in the past as a planning matter due to the listed building status).

- o. Events in General** – All events need to be planned early and a cut-off date for inclusion in any of the events must be agreed by the committee in the early stages. The events in Fitz Park will be subject to parks recovery following flooding reinstatement. GA pointed out that it was important to have staffing and volunteer capacity required before any event was put in place. RJ would keep retailers informed and updated of events.

**7. Date of Next Meeting**

The next meeting of the KTC Events Committee will be held Tuesday 16 February, 11.00am, Council Chamber, Keswick. The meeting will be to agree the dimensions of the Fitz Park premises licence in order for an application to be made to Allerdale Borough Council as soon as possible and also to remind KTC committee members of the details of the existing Market Square premises licence.

The meeting closed at 11.55am.