

KESWICK TOWN COUNCIL

Keswick Town Council Events Committee

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

19 October 2017

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 **Friday 27 October 2017 at 10.30am**.

Members of the public and press are welcome to attend.

Yours faithfully



*P.P.* Lynda Walker  
Town Clerk

**AGENDA**

1. **Apologies**  
To receive apologies for absence.
2. **Minutes**  
To agree the minutes of the Events Committee Meeting held on the 22 September 2017 (pages 8 – 9) - (enclosed).
3. **Budget Update**  
Verbal Update from Events Co-ordinator
4. **Strictly Mulled Wine competition – Sunday 5 November**
5. **Christmas Lights Switch on – Friday 24 November**  
Update on Installation  
Christmas Tree Fencing  
Tree of Light  
Timetable for event day
6. **Midsummer Festival 2018**
7. **Other Events In Keswick**  
To receive updates from partners.
8. **Confirmation of events for 2018/19 with budget to be requested from Town Council**
9. **Delegated authority of Events Committee**
10. **AOB**
11. **Date of next meeting**

## 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 Friday 22 September 2017 at 10.30am.

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Present:

Chair: Paul Titley (PT) – KTC Cllr

Heather Askew (HA) – KTC Events Co-ordinator	Tony Lywood (TL) – KTC, ABC & CCC Cllr
Joe Broomfield (JB) – Allerdale Borough Council	Vanessa Metcalf (VM) - Keswick Tourism Association
David Burn (DB) – KTC Cllr	David Quainton (DQ) – Rotary Club
Allan Daniels (AD) – KTC Cllr	Lynda Walker (LW) – KTC Town Clerk

### 1. Apologies

Apologies were received from: Gill Atkinson (Cumbria Police)

### 2. Minutes

**RESOLVED** that the minutes of the Events Committee Meeting held on the 18 August 2017 (pages 6 – 7) be agreed as a correct record.

### 3. Bridge Opening – Saturday 23 September

Timetable for event, 12 O'clock start

- Brass Band to march over bridge
- Unveiling of Display Boards
- Speeches
- Cutting of the ribbon
- Further piece by Brass Band

Invitations have been sent, articles in press, adverts in reminder.

### 4. Strictly Mulled Wine Competition – Sunday 5 November

PT met with Lake District Hotels and had further discussion about a possible date, settled on option of 5 November to coincide with start of Keswick 10k race which is starting in the Market Square. Plan to have market stalls up from 11.30-4/5pm. Grows on what Lake District Hotels did last year.

- Open to establishments to enter a batch
- Public judging and 'professional' judging
- Samples to be 'thimble' sized
- Lake District Hotels to print voting forms and posters
- Gazebos provided by Geraud Markets
- Would need Temporary Event Notice, insurance cover and risk assessment, advert for entrants and public

**Action:** HA to budget costs of the event

### 5. Christmas Lights Switch On – Friday 24 November

TL reported that it may be possible to get some picket style fencing made to go round the Christmas tree, to be sponsored.

**Action:** TL to check sizing with Phil Byers re market

DQ raised possibility of business sponsorship for some lights on the tree by the wishing well on the corner by Luchinis.

**Action:** DQ to pursue

Arrangements for Lights Switch on

- Fluid are available to do staging and have submitted a quote in line with 2016
- Spoken to owner of Max the dog, no fee to be paid
- No Town Cryer required this year
- At present Packhorse Court are not taking part in the lights switch on event
- Tree of Light switch on before main switch on

At present scaffolding is still up at Moot Hall. JB reported that Allerdale contractors are back on site on Monday and plan to be finished in five weeks, but this is not guaranteed.

Work on 'Tree of Light' in Market Square may need licensing from LDNPA and Highways permission. JB agreed permit for work can be paid for by Allerdale.

**Action:** LW and DQ to progress licence/permit

**6. Other Events in Keswick**

**Carol Service** – AD reported that there are plans to hold the Carol service that is normally held in St Johns Church on Victorian Fayre day, in the Market Square at the end of the day.

**Victorian Fayre – Sunday 3 December.** JB reported that the stalls are now being managed by Phil Byers (Geraud Markets) with the Fayre committee organising entertainment.

**Live Advent** - VM confirmed that plans for Live Advent were being progressed with the Santa Boat Race being the kick-off event

**7. AOB**

**Town Events Co-ordinator Role**

TL reported that other places with such a role tended to be large cities or jointly funded.

There was further discussion about scope and benefits of such a role. It was agreed that the role needed to be defined before a cost could be associated with it and funding sought.

**Action:** LW to arrange a working group meeting with JB, TL, AD, DB and PT

**6. Date of Next Meeting**

Friday 27 October 10.30am

The meeting closed at 11.40am