

KESWICK TOWN COUNCIL

Keswick Town Council Events Committee

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

14 November 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 **Tuesday 21 November 2017 at 10.30am**.

Members of the public and press are welcome to attend.

Yours faithfully


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 27 October 2017 (pages 10 – 12) - (enclosed).
- 3. Budget Update**
Verbal Update from Events Co-ordinator
- 4. Strictly Mulled Wine competition – Sunday 5 November**
Feedback on event
- 5. Christmas Lights Switch on – Friday 24 November**
Timetable for event day
Risk Assessment
Bookings for Market
- 6. Midsummer Festival 2018**
- 7. Other Events In Keswick**
To receive updates from partners.
- 8. AOB**
- 9. 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 27 October 2017 at 10.30am.

Present:

Chair:

Paul Titley (PT) – KTC Cllr

Heather Askew (HA) – KTC Events Co-ordinator
 Joe Broomfield (JB) – Allerdale Borough Council
 David Burn (DB) – KTC Cllr
 Allan Daniels (AD) – KTC Cllr

Vanessa Metcalfe (VM) - Keswick Tourism Association
 Dave Roberts (DR) –Keswick Lions
 David Quainton (DQ) – Rotary Club
 Lynda Walker (LW) – KTC Town Clerk

1. Apologies

Apologies were received from: Gill Atkinson (Cumbria Police), Phil Byers (Geraud Markets), Victoria Kimber (George Fisher), Tony Lywood (TL) – KTC, ABC & CCC Cllr

2. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 22 September 2017 (pages 8 – 9) agreed as a correct record.

3. Budget Update

HA gave a verbal update on Events Budget.

Following the Midsummer Festival and Bridge opening there is currently £2,160 plus an additional £1,283 contribution from Scruffs available. This needs to cover the strictly Mulled Wine event and the time of the Events- Co-ordinator for Oct-Mar. In addition there is approx. £400 available from the Christmas Lights Budget.

4. Strictly Mulled Wine Competition – Sunday 5 November

Involvement in the event was ratified by the committee at an estimated cost of £700.

PT and AD visited establishments in the town, a small number have expressed interest.

Currently 6-10 establishments interested in taking part.

Stalls will be in main area down from Moot Hall, from Cotswolds down.

One entrant has asked about having power on the stalls

Action: PT to check about power

Discussion about the suitability of the date, if the event is repeated next year, it may work better as part of the Christmas lights switch on event.

The event will take place between 11am and 4pm, with voting by the public for a donation to blood bikes. The winner will be announced at 4pm and presented with the cup by the Mayor.

5. Christmas Lights Switch On – Friday 24 November

- Installation Dates – Icicles will be installed from 27 Oct onwards, 14 Nov – Tree, 12-18 Nov cross street displays and small trees.
- KTA will put up countdown clock on Skiddaw at the beginning of December, but it will need replacing for future years.
- Picket Style Fencing for Christmas Tree – Being funded by local business.
- Tree of Light – Main tree (Penrith Road) will be connected via the new lamppost. Market Square tree – LW applying for permits/licence to prune tree, but this will not affect the lights this year. Rotary are also interested in lighting up the corner opposite Co-op, possibly with a sponsor.
- Timetable:
 - 10-7 Market (PB reported good bookings)
 - 5.30pm – Kev Kendal
 - 6.15pm – Committed 2 Rock
 - 6.30pm – Tree of Light
 - 7pm Light switch on – Mayor and Max and Paddy
- Poster – sponsored by Travis Perkins
- Collection/stewarding – Lions to steward and collect. Rotary currently have collection permission – they will pass to Lions.

Action: DQ and HA to agree

- Toilets - can these stay open?

Action: TL to ask about Toilets

At present scaffolding is still up at Moot Hall. No guarantee that this will be removed before installation completed.

Also scaffolding up around Town Council building, this should be removed w/b 30 October, but if not Lite Ltd are aware and will find a work around solution.

6. Midsummer Festival 2018

Change of Dates 29 June-1 July

Due to availability of Scruffs organisers the date has been moved. This does not clash with any other known events in Keswick.

HA noted that this would require a variation to the premises licence for Fitz park as the licence covers June, not July.

Scruffs

PT reported some planned changes

- Fewer Categories with more entries
- One show ring
- Entries from 10.30 with judging from 12 to 4, Best in show at 4pm
- Displays from 10.30-12
- Entry fee the same, but with 2 sponsors per class – winner and wooden bone

Prom

- Shelagh Hughes happy to organise the Prom again

Rock

- Possible acts – David Bowie or Take That tributes

Actions: HA to change dates on line, HA to check with Fluid about availability, LW to check with Fitz Park Trustees for permission to use the park and to have MUGA shut. HA to check on progress of external electricity requirements from MUGA

7. Other Events in Keswick

Carol Service – AD reported that not possible to move Victorian Fayre day Carol service to the Market Square.

Victorian Fayre – Sunday 3 December. From receiving minutes JB reported that organisation was progressing.

Live Advent - VM confirmed that plans for Live Advent were being progressed with the Santa Boat Race being the kick-off event. Only 6 slots left to fill.

Remembrance Day Service - Sunday 12th November at 9.45am followed by walk to War Memorial for 11am.

Rotary event – September 2018 - Possible Pop up dinning event on Latrigg/Skiddaw crossover. Over 10 days to raise significant funds.

8. 2018/19 Events

Agreed Planned events for 2018/19 year

- Midsummer Festival – 3 days, Rock in the Market Square, Prom in the Park and Scruffs Dog show
- Christmas Lights Switch on Event (with inclusion of Mulled Wine Competition)

Budget: Similar Budget to previous years, with 20% increase. Needs to cover Events Co-ordinator time as well.

Action: HA to provide draft figures to Catherine Parker

9. Delegated Authority

LW noted that the current terms of reference state that the committee can only organise events that are agreed by the Town Council. To enable more flexibility within the agreed budget, the terms of reference could be amended to allow the events committee to organise and spend on unforeseen events within the current budget.

Action: LW to take amendment to Town Council

AOB

AD suggested that there may be more cost effective alternatives to poster/programme printing and design.

Action: AD to investigate and report to HA

6. Date of Next Meeting

Tuesday 21 November 10.30am

The meeting closed at 11.45am