

KESWICK TOWN COUNCIL

Keswick Town Council Events Committee

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

16 February 2018

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 Monday **26 February 2018 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 30 January 2018 (pages 15 – 17) - (enclosed).
3. **Midsummer Festival 2018, Inc.**
 - Rock Night – Headline Act and Bands in Pubs
 - Landscape Painting Competition
 - Prom
 - Scruffs
 - Sponsorship
 - Publicity
4. **Other Events In Keswick**
 - Update on Mountain Festival
 - Schools Remembrance service – Friday 9 Nov
 - Updates from Partners
5. **AOB**
6. **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 Tuesday 30 January 2018 at 10.30am.

Present:

Chair:	Paul Titley (PT) – KTC Cllr
Heather Askew (HA) – KTC Events Co-ordinator	Chris Harper (CH) – Podgy Paws
Joe Broomfield (JB) – ABC Town Centre Manager	Vanessa Metcalfe (VM) - Keswick Tourism Association
Allan Daniels (AD) – KTC Cllr	Lynda Walker (LW) – KTC Town Clerk
Tony Lywood (TL) – KTC, ABC & CCC Cllr	

1. Apologies

Apologies were received from: , David Burn (DB) – KTC Cllr, Mitch Franks (Cumbria Police), Victoria Kimber (George Fisher), David Quainton (DQ) – Rotary Club, , Leanne Petit (LP) – Cumbria Police, Dave Roberts (DR) – Keswick Lions

2. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 21 November 2017 (pages 13 – 14) be agreed as a correct record.

3. Budget Update

HA reported on the events spend for 2017/18. As at the 25 Jan 2018 there was £642 remaining in the overall events budget, £ 530 remaining in the Christmas lights budget and £1,109 profit from Scruffs. There are still two unreceived invoices relating to events in 17/18 and admin time for Jan, Feb and Mar. It was agreed by the councillors present that these items plus any additional expenditure can continue to use this budget surplus during the financial year.

Events Budget for 2018/19. HA presented the budget for events as agreed by the Town Council in December. There is budget for the midsummer festival, Christmas lights and a contingency for unplanned events.

TL asked JB about Allerdale's ability to fund/support events in 2018/19. JB reported that budgets for 2018/19 were being restructured, but likely that a small budget for new events will still be available.

There were some concerns about the cost of the Rock Night.

4. Christmas Lights Switch On

Overall good turn out and positive evening. Further comments:

- Shame Packhorse Court were not involved, noted that we could use space for entertainment
- LW noted that Rotary are discussing the future use of the 'tree of light' in the market square. Due to some of the lights not working, it was not included in the switch on event. Perhaps Rotary could have a separate event for the turn on of lights on Penrith Road
- Some concerns about the sound quality of the performance for Committed to Rock
- Max and Paddy were popular
- Noted that need a personality of some kind to turn the lights on.
- HA suggested a children's competition (design poster or similar) with the winner invited to switch on the lights along with the personality.

5. Great British Spring Clean Up

HA highlighted the steps needed to organise a clean up event including: equipment, removal of waste, risk assessment, recruitment of volunteers, publicity.

Committee had a discussion about whether there was a particular litter problem to be addressed. It was felt that there was not enough of an issue for the Town Council to organise an event.

It was noted that the Keswick Beavers have organised for their members to do a litter pick along the railway line. TL said he had Litter Pickers available if the Beavers needed to borrow some.

The Committee agreed that there was no further action for the committee to take.

6. **Midsummer Festival 2018 29 June – 1 July**

Landscape Painting Competition – on same day as Prom

- Gazebos along by river (upto 12)
- 11am-3pm
- Judges from Keswick Society of Art
- No organisation required from Events Co-ordinator
- TL asked if pictures could be displayed during the rest of the Prom, perhaps in the MUGA

Prom

- Suggested time 4-9pm, to be agreed with Shelagh Hughes
- LW asked that signs saying closure of MUGA be put up several days in advance of the event.

Scruffs

- Overall aim to shorten the day
- Reduce number of classes but increase entries
- 2 sponsors per class, 1 for winner, 1 for wooden bone. Place 1-6 rosettes
- Any demonstration/entertainment to be before judging. James Breedon has said Medieval Combat could be interested in performing again.
- Junior Park run now use the Park at 9am every Sunday – need to be aware about vehicle movement in the park.
- Fun Fair discussion – agreed that overall it is not a good fit for both Scruffs and Prom. Agreed no fun fair this year.

Publicity

Agreed similar print to last year with Poster, A5 folded programme, Reminder advert and social media sharing.

Charity Collection

HA asked whether consideration could be given to making any collections made during the events in favour of the Lake District Foundation Fundraising campaign in aid of the Keswick to Threlkeld Railway Path reinstatement. General support for this project was noted. It was felt that the collection during the prom for the support of the Prom was needed for that purpose. It was felt that a collection during Scruffs would be appropriate and that a collection during the Rock Night was a possibility. Further discussion to take place.

PT noted that the new Countdown clock is an LED Screen, so could be used at other events to show who collecting for etc.

Sponsorship

ACTION: TL to approach the sponsors of last year's event.

Rock Night

There was concern about the cost of the Rock Night and whether this could be replaced by music in the pubs only. Concerns about the cost and need for security. Discussion about main act.

Action: HA to investigate cost of security

Action: TL to contact Fluid about Main Act possibilities

7. Other Events in Keswick

Remembrance Day Service 2018 - AD reported on plans being made for Remembrance Day. PT asked if there was any involvement required from the Town Council in the arrangements. It was agreed that no particular Events Committee support was required.

Allerdale: JB noted that Allerdale may want to do something for WW1 commemoration. JB also noted that the UU legacy fund was now open and there may be scope to access it for Arts related projects.

AOB

Royal Wedding – noted that there is no official event planned by Keswick Town Council

Keswick's Got Talent – request via Graham Murray as to whether the winner of this event organised by Keswick Cricket Club could have a performance slot at either Christmas or Midsummer Festival. Answer is yes, depending on what the winning act is – as to which event it will fit with.

ACTION: HA to contact

Chairs – HA asked if there were any objections to getting rid of the grey chairs in the yard. They have become rusty. Agreed they could go.

SPOC – CCC are undertaking a review of the Single Point of Contact service. General comments are that the committee think it is a valuable service, but not willing to pay for it as the Town Council.

ACTION: HA to fill in survey

LW noted that she now has permission to prune the tree in Market Square and JB confirmed that Allerdale are able to pay for the permits.

PT reported that he had received a request to keep Christmas lights on for longer and to have a light switch off event. There was no interest from the rest of the committee.

8. Date of Next Meeting

Monday 26 February 10.30am

The meeting closed at 12.05pm