

KESWICK TOWN COUNCIL

Keswick Town Council Events Committee

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

2 June 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 **Monday 12 June 2017 at 10.00am**.

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 12 May 2017 (pages 17 – 18) - (enclosed).
- 3. Financial Update**
Verbal update from Events Co-ordinator
- 4. Summer Festival**
Update on arrangements
 - Midsummer Rock Concert – Friday 23 June
 - Proms in the Park – Saturday 24 June
 - Scruffs Dog Show – Sunday 25 June
 - Site Plans, Risk Assessments, Lead Person Assignment
 - Publicity
 - Event Volunteers Requirements
- 5. Other Events In Keswick**
To receive updates from partners.
- 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 Friday 12 May 2017 at 10.00am.

Present:

Chair: Paul Titley (PT) – KTC Cllr

Heather Askew (HA) – KTC Events Co-ordinator	Allan Daniels (AD) – KTC Cllr
Joe Broomfield (JB) – Allerdale Borough Council,	Vanessa Metcalf (VM) - Keswick Tourism Association
David Burn (DB) – KTC Cllr	Graham Murray (GM) – Fluid Productions
Phil Byers (PB) - Geraud Markets	Dave Roberts (DR) – Lions

46. Apologies

Apologies were received from: Gill Atkinson - Cumbria Police, Bernie Dunne (BD) – Pack Horse Court, Victoria Kimber (VK) – George Fisher, Tony Lywood (TL) – KTC, ABC & CCC Cllr, Leanne Pettit (LP) - Cumbria Police, David Quainton (DQ) – Rotary Club, Lynda Walker (LW) – KTC Town Clerk

47. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 15 March 2017 (pages 15 – 16) be agreed as a correct record.

48. Mid-Summer Festival

Rock Concert and Music in Pubs- Friday 23 June

Main stage from 5pm with local bands HardBop, Water's Edge and The 102s followed by tribute band Queen II at 8pm.

7 Pubs have been confirmed for the live music in pubs.

GM said that Queen II require a green room space, possibility of using the Moot Hall or alternatively a room at the Golden Lion.

Action: VM to provide contact details to GM for Moot Hall

Prom in the Park – Saturday 24 June

Question was asked about whether Cricket was being played.

Action: HA to write to Keith Richardson to ensure Cricket club aware of event and to ask them to not play music that day

Prom to start at 3pm with Cockermouth Mechanics Band, the schedule is now full. Full names, programme details and technical requirements still required.

Action: GM to contact Shelagh Hughes re technical requirements
Market Stall Shelters/gazebos to be supplied by PB.

Action: PB to supply gazebos

Lake District Hotels and Grapevine plan to provide some food and drink

Action: TL to confirm details with Lake District Hotels and Grapevine

Scruffs – Sunday 25 June

New addition this year of Medieval Combat demonstration (replacement for Police Dogs)

Action: HA to request risk assessment

Classes and timetable now confirmed. Judging to be done by Sponsor of each class and/or the Mayor.

Concern about noise from MUGA during event. For both Prom and Scruffs.

Action: HA to contact Parks Manager about closing MUGA for day.

Funfair coming on Sunday and maybe Saturday, to be placed farside of the the MUGA.

Icecream van coming.

Approx 20 stalls booked for market space.

Publicity

HA showed a Draft of the poster, this is now complete except for the addition of a new Town Council Logo. HA showed a mock up of a leaflet (4 side folded A5 size, with poster on front, Rock concert and pub music inside left, Prom inside right and Scruffs on back page). PT requested the addition of the words to 'Land of Hope and Glory' to be added to the Proms page. JB asked that Allerdale's support be mentioned on the Rock Music and Pubs Music page.

Action: HA to update leaflet

Banner: Option to have banner up in market square was discussed. It was agreed to put one up on the railings at County Corner instead.

Action: HA to order banner

Adverts: Page advert in the Reminder and Page advert in Kesmail to be taken.

Action: HA to submit adverts

Action: TL to discuss advertising rates with Reminder

Press Release Schedule: Plan to do 6 press releases in the run up to and after the festival about different aspects of the festival.

Action: HA to talk to Lakeland Radio and Radio Cumbria about Festival

Volunteers:

HA shared the draft volunteer requirements, Lions have responded to the request for help and are able to support on Friday, and Sunday Morning. Due to commitments to the 10in10 event they have limited availability on the Saturday. It was agreed that Lions could collect donations on the Friday night on their own behalf, the collection on the Saturday would be for the festival and there would be no collection on the Sunday.

Action: HA to ask Rotary if they can support on the Saturday and Sunday afternoon.

Other Issues:

Action: JB to arrange additional bins for all events (and poo bags if available)

Action: HA to discuss with Parks Manager about use of parks vehicle

49. Keswick Mountain Festival 9-11 June 2017

HA attended an Advisory Group Meeting on 2 May. Key information, Ticket Sales up, hoping to stay on same dates for next year, will be decided following event.

Concerns were raised about crossover with another triathlon event that weekend, with regard to signage for participants. VM confirmed that the Mountain Festival Team were aware of the other event.

50. Christmas Lights Switch On

PT suggested that Max the dog, who has a large following on social media, be asked to switch on the Christmas lights.

HA raised a concern about this encouraging people to bring their dog into Market Square on what is potentially a very busy night. It was agreed that the advice would be for people not to bring dogs with them.

It was agreed to ask Max to turn on the Christmas Lights.

PT suggested that to reduce the turnaround time on stage that only Committed to Rock be asked to perform this year. This was agreed.

Action: PT to ask Max to turn lights on. PT to ask Committed to Rock if they would like to do a longer set for this years' lights event.

51. Date of Next Meeting

Monday 12 June 10am

The meeting closed at 11.20am