

KESWICK TOWN COUNCIL

Keswick Town Council Events Committee

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

13 September 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 22 September 2017 at 10.30am**.

Members of the public and press are welcome to attend.

Yours faithfully



ll
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 18 August 2017 (pages 6 – 7) - (enclosed).
3. **Bridge Opening – Saturday 23 September**
To confirm timings
4. **Strictly Mulled Wine competition – Sunday 5 November**
5. **Christmas Lights Switch on – Friday 24 November**
6. **Other Events In Keswick**
To receive updates from partners.
7. **AOB**
8. **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 18 August 2017 at 10.30am.

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
Phil Byers (PB) – Geraud Markets	Lynda Walker (LW) – KTC Town Clerk
Allan Daniels (AD) – KTC Cllr	

1. Apologies

Apologies were received from: Gill Atkinson (Cumbria Police), Roy Johnson (Keswick Retail Association), Leanne Pettit (Cumbria Police), Christine Sheldon (Rotary)

2. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 14 July 2017 (pages 3 – 5) be agreed as a correct record.

3. Bridge Opening

Due to the Lakeland Trails event being on the 2 September, it was agreed to move the date of the Bridge opening. The date of 16 September was agreed, with a back up of 23 September depending on availability of the Brass Band.

Timetable for event, 12 O'clock start

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

Requirements

- Portable PA
- Lions Gazebo
- Invites to Councillors, Steve Harwood, Lions, Parks Staff, Office Staff, KTA, Press and Public (via advert in Reminder)

Action: HA to contact Cockermouth Mechanics

Action: HA to inform everyone of change of date

Action: HA to arrange PA and gazebo

Note: Following the meeting, the date of Saturday 23 September has been confirmed with the availability of Cockermouth Mechanics Brass Band.

4. Other Events in Keswick

Christmas Lights Switch on – Friday 24 November

No Lantern Parade this year

Tree of light in Market Square – does it need pollarding/pruning?

Action: DQ to arrange

PT asked whether arrangements were in place for the installation of the lights. HA confirmed that Lite Ltd had already made contact and HA and Catherine Parker would manage the process.

TL suggested that alternative barrier be used for round the Christmas Tree

Action: TL to get quote for fencing

Food stalls to be arranged by PB as in previous years.

Packhorse Court, no representative at the meeting

Action: VM to contact to discuss

HA to action arrangements with Fluid, Committed to Rock and Max the Dog.

5. Other Events in Keswick

Mulled Wine Competition – Lake District Hotels have suggested an expansion of their Mulled Wine competition to possibly include other establishments and individuals. Although there was general agreement that this was an interesting idea, an initial date of 5 November seemed early in the season. It was suggested that it may be possible to include it in the light switch on day.

Action: PT to discuss further with Lake District Hotels

Town Events Co-ordinator Role

Following on from discussion at the Town Council Meeting, whether people knew events were happening, how organisers could ensure there weren't clashes etc. The committee discussed further the benefits/purpose of such a role.

JB pointed out the County-wide Events Advisory Group already acts as a single point of contact in the county – but this is voluntary and only tends to be used for large events.

VM confirmed that the KTA website lists many different event types.

Benefits of such a role could include:

- Addressing clashes of events
- Liaison between the town and organisers
- To inform locals of events

Action: TL to research other areas/town that have such a role, whether it is beneficial, how it is funded.

JB reported that Workington Town Council have an events co-ordinator – but that role may be for organising their own events.

Live Advent

JB and VM confirmed that Live Advent would be happening again throughout December.

Civic Pride Awards

It was agreed that the events committee was not the appropriate forum to discuss the format of an awards programme, but that if an event was required to celebrate such awards, that the events committee could organise that.

6. Date of Next Meeting

Friday 22 September 10.30am

The meeting closed at 11.35am