

KESWICK TOWN COUNCIL

Keswick Town Council Events Committee

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

15 May 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 **Tuesday 22 May 2018 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 3 April 2018 (pages 1 – 2) - (enclosed).
3. **Midsummer Festival 2018, Inc.**
 - Rock Night
 - Landscape Painting Competition
 - Prom
 - Scruffs
 - Volunteers
 - Publicity
 - Risk Assessments
 - Head Steward for each event
4. **Use of Disposable Plastic – Code of Conduct for Event Holders in Keswick**
(Draft code enclosed)
5. **Other Events In Keswick**
 - Updates from Partners
6. **AOB**
7. **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 3 April 2018 at 10.00am.

Present:

Chair: – Paul Titley (PT) – KTC Cllr

Heather Askew (HA) – KTC Events Co-ordinator	Allan Daniels (AD) – KTC Cllr
David Burn (DB) – KTC Cllr	Vanessa Metcalfe (VM) - Keswick Tourism Association
Phil Byers (PB) – Geraud Markets	Lynda Walker (LW) – KTC Town Clerk

1. Apologies

Apologies were received from: Joe Broomfield (ABC), Mitch Franks (Cumbria Police), Chris Harper (CH) – Podgy Paws, Shelagh Hughes (SH), Tony Lywood (TL) – KTC, ABC & CCC Cllr, Graham Murray (Fluid), David Quainton (DQ) - Rotary

2. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 28 February 2018 (pages 18 – 19) be agreed as a correct record.

Actions:

- Security Staff booked via Gary Quigley – 2 Members of Staff from 6-10pm
- Draft Prom schedule sent by Shelagh Hughes
- Sponsorship – TL spoken to Lake District Hotels and Lakes Partnership
- Publicity – HA obtained quotes
- PT to speak to Lake District Hotels about siting of countdown clock

3. Midsummer Festival 2018 29 June – 1 July

Rock Night

- Waters Edge followed by tribute acts – Rod Stewart and Ed Sheeran
- 6 to 9.30pm
- Pub Music – AD and DB to confirm which pubs want to be involved
- Pubs to sign an agreement to take part with a max reimbursement of £100.

ACTION: HA to draft agreement

ACTION: AD and DB to visit pubs

Landscape Painting Comp

- PT designed posters have been shared on social media, also sent to local arts groups.
- N4 to be invoiced for sponsorship
- PT to create basic entry form
- PT to source gazebos

ACTION: PT - Entry Form and gazebos

ACTION: HA to invoice N4

Prom

- Music 4-9pm
- SH provided outline programme
- Straw Bales – HA believes TL has booked straw bales
- Refreshments – possibly Lake District Hotels, Grapevine and Luchinis in addition to Café West being open

ACTION: HA to check to TL about Straw Bales

Scruffs

- CH reported that nearly all sponsors sorted
- Professor Paws instead of Dr Dog
- 2 Sponsors per category – 1 winner, 1 bone, 6 rosettes
- Medieval Combat demonstration arranged for during registration time

- PB reported that stall bookings going well, more food stalls this year.
- Committee agreed need for event to remain 'poo-free' zone

Publicity

- HA presented draft publicity plan, including print, advertising, online, social media and press releases

4. Use of Disposable Plastic – Code of Conduct for Event Holders in Keswick

HA introduced discussion document based on Plastic Free Keswick/SusKes request to March Keswick Town Council Meeting. VA reported that since Town Council meeting they have worked on further draft of Code of Conduct.

Agreed with general support for code of conduct, with a need for it to be an easy to read document that should work in conjunction with other processes for event holders.

Action: PT to speak to Suskes about code of conduct and presence at Scruffs to spread message

5. Other Events in Keswick

Prom Art - PB has contacted local Artists and Galleries who seem keen. HA shared feedback from CH who had asked for wider feedback. PB believes it is overall a positive response. LW said it should be noted that it is an Art event not a market. PB aiming for Sunday 21 October.

Christmas Lights Switch on 2018 – LW reported that Rotary are supporting Packhorse Court to put on a programme of events which will include St Herbert's School Choir. LW reported that still waiting for a date for work on the tree in Market Square.

Jazz Festival 10 -13 May – Opening with a March into the Square on Thursday 10 May

Superhero Day – Saturday 26 May – Instead of Pirate day for the Market

K2T Challenge Weekend – 5/6/7 May – Encouraging people to undertake the K2T 5km challenge in support of the Keswick to Threlkeld Railway Path Fundraising

6. AOB

None

7. Date of Next Meeting

Tuesday 22 May 10am

The meeting closed at 11.15 am

Item 4 – Events Committee 22 May 2018

Draft Proposal 5 April. (1.2 SL)

Keswick Town Council (Logo Etc)

April 2018

Keswick Town Council welcomes you to Keswick and hopes that everyone involved thoroughly enjoys your event in these wonderful surroundings. We are committed to the reduction and eventual elimination of plastic litter in the town. Keswick's aim is to reduce, re-use and recycle all unnecessary single use plastics.

Here's where you come in. Keswick invites you to leave a positive legacy from your event, by leaving our lakeshore, parks, fields and town centre with no plastic litter at the end of your visit. Remember, livestock will return to the fields and children will be playing here again when you leave.

Reducing Plastic Litter - Code of Conduct for Race, Festival and Event Organisers in Keswick

- Where possible, please provide bowsers for visitors to replenish their water bottles. Consider deposit schemes for drinkware and encourage your food vendors to provide re-fillable cups where possible
- Where deposit or re-fillable options are not possible, strongly encourage the use of compostable packaging for food and drink. We encourage you to provide adequate separate recycling for litter and sufficient bins for non-recyclables. Please ensure stewards are briefed to promote the reduction of plastic litter
- Strongly discourage the use of plastic carrier bags, plastic cutlery and straws and endeavour to eliminate 'single use' sachets which often end up discarded, in the gutters and in drains for months after events
- If your competitors need to carry rehydration or energy bars, consider putting their entry number, on the packaging. Individuals must be responsible for their own litter – 'drinking and dropping' is not an option. Consider penalties for inconsiderate discarding of wrappers

Please try to pass on this message to your ticket holders, campers, employees, contractors, stall holders and associates.

Thank you so much for protecting our environment in Keswick, please do talk to our events committee for any further clarification or to discuss anything

NOTES:

Branded re-usable bags, drinks cups and water bottles provide a valuable marketing opportunity to forward thinking event organisers and sponsors

We could potentially offer to provide supplier lists.

KTA are looking into the commissioning and supply of 'Keswick' branded re-usable cups and drinks bottles