

**KESWICK TOWN COUNCIL**

**Keswick Town Council Events Committee**

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

24<sup>th</sup> October 2019

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 29<sup>th</sup> October 2019 at 10.30am. The press and public are welcome to attend.**

*Lynda Walker*

**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<sup>th</sup> September 2019 (pages 7–8).
- 3. Christmas Lights Switch On – Friday 22 November 2019**  
To finalise arrangements.
- 4. VE/VJ Day Celebrations 2020**  
To review events planned to mark the 75<sup>th</sup> anniversary of VE Day on Friday 8<sup>th</sup> May 2020 and VJ Day on Saturday 15<sup>th</sup> August 2020 and to receive an update from Bruno Peek, Pageantmaster VE Day 75.
- 5. Proposed Coffee and Chocolate Festival**  
To consider a proposal from the Chair to hold a Coffee and Chocolate Festival in Keswick in 2021.
- 6. Updates from partners**  
To receive an update from partners about future events taking place or planned.
- 7. Budgets**  
To review spend against the current year's Town Council Events budget.
- 8. Date of next meeting**  
To agree the date of the next meeting.

## KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council Events Committee held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 12th September 2019 at 10.30 a.m.

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**Present:** Councillor Paul Titley (Chair) (PT)  
 Councillor David Burn (Mayor) (DB)  
 Councillor Sally Lansbury (SL)  
 Lynda Walker (Town Clerk) (LW)  
 Catherine Parker (Responsible Financial Officer KTC) (CP)  
 Sue Plant (Events Co-ordinator) (SP)  
 Anna Chippendale (ABC Events Manager) (AC)  
 David Quainton (Keswick Rotary Club) (DQ)  
 Vanessa Metcalfe (Keswick Tourism Association) (VM)

### 20. Apologies

Apologies for absence were received from:  
 Councillor Allan Daniels (AD)  
 Councillor Tony Lywood (TL)  
 Chris Harper (Podgy Paws) (CH)  
 Rachel Kearns (George Fishers) (RK)

### 21. Minutes

**RESOLVED** that the Chairman be authorised to sign as a correct record the Minutes of the Events Committee Meeting held on the 6<sup>th</sup> August 2019 (pages 5-6).

### 22. Christmas Lights Switch On – Friday 22<sup>nd</sup> November 2019

- CP reported that all arrangements were in hand for the switch-on - Contractor to be present and all work required to be carried out prior to the night
- Mik Brown had agreed to act as compere
- C2R performing on main stage
- Packhorse Court 'event' to be organised by Rotary again this year with 'Peter Rabbit' in costume – also to appear on the main stage
- Rotary to do collection – permit obtained
- Advert in Keswick Reminder one week before
- ABC to promote via their platforms - SP to liaise with AC
- KTA to do usual promotion

### 23. VE/VJ Day Celebrations 2020

Update received from the Chair:

- i) VJ Day – a 'reflective' commemoration
  - Choral Society to perform plus Cockermouth Mechanics Brass Band
  - Staging to be provided by Fluid Productions free of charge
- ii) VE Day
  - C2R to perform
  - SL suggested 'Swingdance Cumbria' be asked to perform – will pass contact information to SP to follow up
  - Timetable to follow national timings
  - Tables and chairs on loan from St Johns Church – PT to contact local contractor re moving them
  - PT to contact Rev Charles Hope re involvement of local clubs and societies
  - PT spoken to Kit Graves – Lake District Hotels Group keen to help
  - Anyone with uniforms or vehicles of the period encouraged to come forward
  - Mrs Titley has spoken to Keswick Museum re collection of memorabilia but already booked

- LW to contact Theatre by the Lake re possible display space/ involvement
- AC offered help from ABC – possibly with film/storage/display
- Keswick Film Club doing a short film competition – PT to follow up
- Meeting arranged with Rev Charles Hope to finalise arrangements for street party
- AC confirmed that the £2,000 grant for new events from ABC would not apply to VE/VJ Day events but agreed to find out if any other funding might be available
- LW asked about the flag on the Council Officers – AC offered to follow this up with ABC

**24. Updates from Partners**

- SL – Lions ‘Walk Around the Park’ good event marred by poor weather. Suggested possibility of taking it on as a KTC event.
- DQ – Rotary/Cricket Club Wine and Food event now planned to take place over 3 days in 2020
- SL – Climate Action Week 20th – 27th September 2019 – programme of events to be circulated
- VM – ‘Live Advent’ – 10 businesses already come forward to take part. Santa Splash Boat Race on the Monday of the first week.
- PT shared ideas for a possible ‘Coffee and Chocolate’ festival event in 2021 in Fitz Park in September. Further discussion to take place at next meeting.

**25. Budgets**

SP reported that a budget for 2020-21 had been drafted by the Chair which would go to the Town Council’s budget planning meeting for approval. The same amount as the current year was required for the usual event programme with an additional £6,000 for the VE/VJ Day events. £3,000 of this amount was to be sought from other sources and £3,000 would be requested from the KTC Events Fund.

**26. Date of Next Meeting**

Tuesday 29<sup>th</sup> October 2019 at 10.30 a.m.

Prior to consideration of the following business, the Chairman moved the resolution:

‘That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted’

**27. Contract for Services**

**RESOLVED** that the Contract for Services with Sue Plant be renewed for a further year on the terms outlined in the Clerk’s report.

The meeting closed at 11.45 am.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date