

KESWICK TOWN COUNCIL

Keswick Town Council Events Committee

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

3rd January 2020

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 7th January 2020 at 10.30am. The press and public are welcome to attend.**



**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 29th October 2019 (pages 9-10).
3. **Christmas Lights 2019/20**
To receive feedback on the arrangements for 2019 and to discuss preliminary arrangements for 2020 including:
 - Christmas tree
 - Issues with lighting contractor
 - Switch on event (provisional date Friday 20th November 2020).
4. **VE/VJ Day Celebrations 2020**
To receive an update on events planned to mark the 75th anniversary of VE Day on Friday 8th May 2020 and VJ Day on Saturday 15th August 2020.
5. **Midsummer Festival 2020**
To discuss arrangements for the 2020 Festival (26th, 27th and 28th June 2020).
5. **Updates from partners**
To receive an update from partners about future events taking place or planned.
6. **Budgets**
To review spend against the current year's Town Council Events budget.
7. **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 Tuesday 29th October 2019 at 10.30 a.m.

Present: Councillor Paul Titley (Chair) (PT)
 Councillor David Burn (Mayor) (DB)
 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)
 Dave Roberts (Keswick Lions Club) (DR)
 Karen Mullarkey (Keswick Tourism Association) (KM)

28. Apologies

Apologies for absence were received from:

Councillor Allan Daniels (AD)
 Councillor Sally Lansbury (SL)
 Councillor Tony Lywood (TL)
 Phil Byers (Geraud Markets) (PB)
 Chris Harper (Podgy Paws) (CH)
 Rachel Kearns (George Fishers) (RK)
 Vanessa Metcalfe (Keswick Tourism Association) (VM)

29. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the Minutes of the Events Committee Meeting held on the 12th September 2019 (pages 7-8).

30. Christmas Lights Switch On – Friday 22nd November 2019

- CP updated on arrangements for the installation of the lights and Bluetooth training
- Mik Brown will be the MC – SP is the main contact and will arrange to meet Mik to confirm running order
- Committed 2 Rock – SP is the main contact - on stage at 6.00 pm and will stay on stage until after switch on at 7.00 pm
- Firemen – PT is main contact and will stand in to switch on lights as Deputy Mayor if they are called out (spokesman needed for the group doing the switch-on - PT)
- DQ confirmed arrangements for Packhorse Court area (approximate timings) – 4.30 pm start with Keswick School Jazz Band (pending confirmation); 5.00 pm St Herbert's choir; 5.25 pm Peter Rabbit switch on. Peter Rabbit to go on stage just before 6.00 pm (shop is celebrating 10 year anniversary)
- Rotary will be collecting for Hospice at Home
- SP to check KTA website to ensure Packhorse Court covered
- SP to confirm whereabouts of switch on button
- Poster to be used for social media
- AC confirmed she was putting publicity together for all switch-ons in the ABC area and that others had a Facebook page. SP to send information through to KM to put on KTA's Facebook page
- DR suggested Rotary be asked to provide stewards as they would be doing the street collection – DQ to do. Briefing to take place after barriers put out on the Square – meet at 4.00 pm in the hall of the Council office building.
- SP to contact ABC re rubbish collection, as per Midsummer Rock night.

31. VE/VJ Day Celebrations 2020**i) VE Day**

- C2R to perform – discussion about song list – agreed on ‘wartime’ songs
- Possible to insert excerpts from Churchill’s wartime speeches into running order
- Swing Band agreed to perform for a small fee
- PT to speak to Revd Hope re ringing of bells at 7.00 p.m. at St Johns, DB to speak to Vicar of Crosthwaite Church
- No progress on ‘community group’ stalls in Market Square – contact list still needed – LW to ask office staff to put together. PT and DB to follow up contacts.
- PT to speak to Simon Grizedale re moving chairs nearer the time
- Cake - PT to discuss with Lake District Hotels
- AC confirmed that no funding would be available for VE Day
- AC has asked for flag to be fixed on Council office building before the day
- AC discussed oral history project with the Manager of Keswick Museum. Will also contact others as suggested by PT.
- Display space still needed for collection of memorabilia

ii) VJ Day

- Choral Society to perform - have contacted PT – may be a charge for cost of hiring additional rehearsal rooms
- Cockermouth Mechanics Band booked
- PT has spoken to GK re playing trumpet (also to check with Charles Hope’s daughter)

32. Proposed Coffee and Chocolate Festival

PT said that progress with this proposal was disappointing. He had been in touch with a couple of local businesses but there was little or no interest. He proposed to put the idea on hold until he could generate more interest and possibly secure a major partner.

33. Updates from Partners

- AC reported that free car parking was on offer from ABC for late night shopping events leading up to Christmas. This could possibly be combined with the switch on event and she would check to confirm, also whether it was for the whole day.
- KM reported on Live Advent – seven dates still to fill
- DR confirmed Victorian Fayre to go ahead as normal
- Lions Santa Dash to take place on 15th December

34. Budget Monitoring

No change since last meeting.

35. Dates for 2020

- Provisional switch on date Friday 20th November 2020
- Midsummer Festival dates 26th, 27th and 28th June 2020

36. Date of Next Meeting

Tuesday 7th January 2020 at 10.30 am.

Chair

Date