

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

**Council Offices
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Keswick
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9 June 2023

A meeting of Keswick Town Council Events Committee to be held at The Theatre by the Lake, Lakeside, Keswick, CA12 5DJ on **Thursday 15 June 2023 at 1.00 p.m.**

Yours sincerely



**Vivien Little
Town Clerk**

AGENDA

1. **Apologies** - To receive apologies for absence.
2. **Minutes** - To agree the minutes of the Events Committee Meeting held on the 25 May 2023 (page 1).
3. **Summer Events 2023**
To receive a report from the Clerk and verbal updates relating to upcoming events:
 1. Pop and Prom in the Park
 2. Scruffs
4. **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 Council Chamber, Town Hall, Keswick on **Thursday 27 May 2023 at 11.00 a.m.**

Present: Councillor Sally Lansbury (SL)
 Councillor Steve Harwood (SH)
 Councillor Rob Nelson (RN) (Chair)
 Vanessa Metcalfe (Keswick Tourism Association) (VM)
 Cerys Brownridge (Keswick Tourism Association) (CB)
 Claudia Walker (Keswick Scouts and Guides) (CW)
 Chris Harper (Podgy Paws) (CH)
 David Quainton (Keswick Rotary) (DQ)
 Mary Elliot (Theatre by the Lake) (ME)
 Simon Stephens (Theatre by the Lake) (SS)
 Phil Byers (Allerdale Borough Council) (PB)
 Ania Mlynczak (Admin and Financial Assistant) (AM)
 Catherine Parker (Responsible Financial Officer) (CP)
 Vivien Little (Town Clerk) (VL)
 Tony Hirst (Keswick Lions) (TH)
 Carole Hirst (Keswick Lions) (CH)
 Kevin Richardson (Keswick Cricket Club) (KR)
 David Simpson (Keswick Cricket Club) (DS)
 Debbie Deveraux (Café HNW) (DD)
 Adam Blackburn (Café West) (AB)

1. Election of Chair

RESOLVED that Councillor Nelson be appointed as Chair of the Events Committee for the 2023/24 municipal year.

2. Apologies

Apologies for absence were received from Councillor Claire Houghton.

3. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the Events Committee Meeting held on the 20 April 2023 (page 13).

4. Midsummer Events 2023

Pop and Prom

SL gave an update on where we were at that stage. This year would have a more 'Pop' feel than Prom.

There would be a need for volunteers, especially to pick up waste (Action – Clerk to ask Councillors). Café West would be open until approx. 8pm, with a full menu. Café HNW would be open late, and offer a griddle with hot dogs etc. Keswick Cricket Club would also have their bar open and possibly offer a barbeque.

A bucket collection would take place to put money back into Events.

Kids games would be run by CW, and the Scouts/Guides could help with litter collection.

A poster was being designed and electronic versions would be put on social media.

Keswick Cricket Club brought up the fact that a County Match was being played on Sunday 25 May (the same day as Scruffs), and that their risk assessment had highlighted concerns regarding the proximity of the market stalls and the event to the cricket field. Their concern

was the danger to the public as the boundary rope would be close to the stalls, and that there could be risks to the public.

It was felt that it was very late in the day to be bringing up these issues, as the Midsummer Festival was held on the same weekend every year (except through Covid), which was known by all involved.

RN suggested that he could construct a framework using scaffolding, and use debris netting to add a layer of protection. This was agreed it could be a good idea.

RESOLVED that a site visit would take place that afternoon next to the Cricket Ground, with RB, CH, PB, VL, KR and DS to discuss options.

Scruffs

CH reported that everything was coming together, though she reported that she had less sponsors than in previous years. Paul Titley would no longer be compere, but Pete Harper would take on this role.

The timetable and programme would be the same as last year.

With regard to set up, concern was raised that Junior Park Run would be taking place while set up of the market was taking place. PB and volunteers would ensure that there was minimal vehicle movement during that time.

PB stated that he had 30 stalls in place, and that there would be little gaps in the programme to allow for shopping.

5. Christmas Lights 2023

Lite Ltd had begun work preparing the Christmas Lights set up for this year.

RN suggested that a truck bringing Santa around the town could be set up and done, but it was an idea at this stage, and could be discussed at a future meeting.

6. Date of next meeting

The date of the next meeting will be Thursday 15 June at 1pm at the Theatre by the Lake.

The meeting ended at 12.20 p.m.

Chairman

Date

KESWICK TOWN COUNCIL
EVENTS COMMITTEE
15 JUNE 2023

Update on risks at the Midsummer Festival

Following the last Events meeting, there was a site meeting at Fitz Park to look at what mitigation could be put in place to ensure that Pop and Prom and Scruffs can take place alongside the cricket matches scheduled for that weekend.

Here is a list of what was decided:

General

Keswick Scaffolding to put up debris meshing four metres from the boundary rope – meshing to be 4 metres high (matching with the MUGA fencing) – this is to go up on the Friday and must be away early Monday morning. KTC to buy the debris meshing. This will be 4 metres from the boundary rope.

Keith Richardson to make more signs to warn people that a cricket match is going on
Announcements on tannoy from KTC Events and the cricket match, informing all that a cricket match is going on, and that members of the public should take care.

Pop and Prom

Stage can be moved around, so that the back of it is facing the cricket field, which means that people are further away from cricket field. Ian from Fluid happy to work with us.
Hay Bales to be placed centrally on Events area, away from the boundary edge.

Scruffs

Phil Byers to close the back of stalls directly facing the cricket field, providing that bit extra protection if a ball should be hit into them.

If the ECB are unhappy with the Cricket Club risk assessment, it would lead to the match being cancelled, ensuring that the Midsummer Events can go ahead.

I am still awaiting the Cricket Club risk assessment to be sent to me, and have sent a reminder to them this week.

I then contacted our insurers to ask their advice, unfortunately I received the following:

Unfortunately we are a non-advisory office and are therefore unable to pass comment on whether the event should go ahead or not based on the available information.

Generally, our position is that you should undertake risk assessments to identify potential exposures of increased risk of injury or property damage. You should then look to resolve these exposures by either removing the risk completely or lessening them to what you judge an acceptable level. If neither can be performed, then sometimes the only available option is to not proceed whatsoever.

You therefore need to consider the risks in front of you and determine whether your proposed remedial actions would be enough to bring the level of risk down to a comfortable position.

My apologies I could not be of any further assistance.

While disappointing, I understand why they have sent this response.

As Town Clerk, I am responsible for the production of risk assessments for Events, and taking all this into account, I am content that with these mitigations in place, Pop and Prom and Scruffs can go ahead.

Vivien Little

9 June 2023