

**KESWICK TOWN COUNCIL**

**EVENTS COMMITTEE**

**Council Offices  
50 Main Street  
Keswick  
CA12 5JS**

**Email: [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)**

1 September 2023

A meeting of Keswick Town Council Events Committee to be held at Council Chamber, Keswick Town Hall, Keswick, CA12 5JS on **Thursday 7 September 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 15 June 2023 (pages 3-5).
3. **Midsummer Events 2023**  
To receive feedback from the Pop and Prom and Scruffs in June 2023.
4. **Christmas Lights Switch On**  
To receive a verbal update on progress for the Lights Switch On to be held on Friday 17 November 2023.
5. **Events 2024**  
To discuss events to be held in 2024, including D-Day celebrations, Midsummer Festival and Christmas Lights switch on.
6. **Other Events in Keswick**  
To receive updates on any other events occurring in Keswick in 2023/2024.
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 at The Theatre by the Lake, Lakeside, Keswick, CA12 5DJ on Thursday 15 June 2023 at 1.00 p.m.

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**Present:** Councillor Rob Nelson (Chair) (RN)  
 Councillor Steve Harwood (SH)  
 Councillor Sally Lansbury (SL)  
 Catherine Parker (RFO) (CP)  
 Ania Mlynczak (AFA) (AM)  
 Bob Reader (Keswick Scouts) (BR)  
 Simon Stephens (Theatre by the Lake) (SS)  
 Mary Elliot (Theatre by the Lake) (ME)  
 Tony Hirst (Keswick Lions) (TH)  
 Carole Hirst (Keswick Lions) (CH)

### 7. Apologies

Apologies for absence were received from Vivien Little (Town Clerk), Councillor Claire Houghton, Chris Harper and Phil Byers.

### 8. Minutes

**RESOLVED** that the minutes of the Events Committee Meeting held on the 25 May 2023 (page 1) be approved.

### 9. Summer Events 2023

**RECEIVED** a report from the Clerk and verbal updates relating to upcoming events:

#### i) Pop and Prom in the Park

- Risk assessment has been completed by VL
- RN – the scaffold screen will go up on Friday and be taken down on Monday. Keswick Scaffolding will provide the netting free of charge and install a banner on the structure.
- RN – Bee Unique will be confirmed after the Town Council meeting to be held this evening. For information the area will be surrounded by Heras fencing, the activity is free of charge to the organisers, although there is an entrance fee of £4 for anyone wanting to join in. A wrist band would then be issued to allow entry in and out all day. Funds raised go back into the charity.
- RN – Has a view to make future events more child friendly.
- SL – Timetable is being worked on by Lewis Forsyth, Ania and Sally.
- SL – The technical specification for the bands/performers needs to go to Graham at Fluid – emails required (Action – SL & AM to contact Lewis to gather email addresses)
- CP - The straw bales will be arriving at 11am on Saturday and be collected at 6.30pm on Sunday (Action TH – Keswick Lions to help on Saturday at 11am)  
(Action – Clerk to confirm volunteers for Sunday at 6.30pm)
- AM - Fluid will be arriving to setup between 9.30/10 am and will need access to power at the Sports Area (Action – Keswick Parks to provide padlock key and tools to gain entry)
- AM – St Johns Ambulance will be arriving at 1pm.
- SL – Volunteers will be required at around 9pm after the event to litter pick and place rubbish in large bins. This would also need to be carried out during the event (Action – Town Clerk)

- TH – The Keswick Lions can be available – Saturday 2pm to 4pm, 4pm to 6pm 6pm to 8pm (2 x Lions per slot), 8pm to 10pm still to be confirmed – Sunday 10am to 12 noon (2 x Lions), following this no cover available. (Action TH to organise Keswick Lions and Town Clerk to find volunteers for Sunday afternoon)
- Head stewards will be Sally Lansbury and Steve Harwood. (Action Town Clerk to update RA)
- RN – Need to keep people hydrated. Need to encourage people (including volunteers) to bring their own water bottles. (Action SL – will contact Café West to ask if they will act as a refill point)
- Risk assessment needs to be updated to include hydration (Action – Town Clerk)
- Press release required this week and next in addition to advert. (Action – Town Clerk)
- Leaflet distribution list:-  
Windebrowe Avenue – AM  
Lakeland Park – BR  
Latrigg Close – SH  
Trinity Way & Netherfield – Diane Cannon  
Calvert Way & Brundholme Gardens – Tony & Carole Hirst  
St Herbert's School and other local schools via parent mail – AM  
Theatre by the Lake – electronic version – AM  
Keswick Lions, Ladies Rugby team, Café HNW Facebook pages – electronic version – AM
- Posters to be distributed by Sally and Ania to Fitz Sports Clubs, Café West, Café HNW, tourist information, Booths, Co-op and local businesses with space to display.
- No vouchers required for refreshments.
- The stage would be placed at the end of the MUGA as in previous years.

ii) Scruffs

CH Update:-

- Dropped 1 sponsor per class due to reduction in sponsorship.
- 500 brochures are getting printed – invoiced to KTC.
- Pre entries have gone on sale with '5 Spot Prizes', winners of golden bones will win a prize donated by Podgy Paws as an incentive to pre enter.
- Banner advertising for sponsors – **RESOLVED** that the only banners to be displayed would be Podgy Paws and Fluid Productions.
- Rosettes have been received and wooden bones are made.
- The Mayor has agreed to judge classes where sponsorship businesses are unable to attend.
- The cycle 'contraption' would not be required as the dachshunds never followed this in any case and instead headed to their handlers. Therefore this year the dogs would 'race' to their handlers.

PB Update:-

- 36 stalls are booked
- Will arrive at 7am
- Need update on scaffold screen (Action CP – to email RN)

RN – Need to keep people and dogs hydrated – (Action as per Pop and Prom plus Podgy Paws will provide water bowls and watering can) – (Action Town Clerk to update Risks assessment re hydration and allocate volunteers to fill bowls)

It was further agreed:-

- Keswick Lions could put their marquee up at both events – subject to them finding volunteers and equipment.
- A get out clause would not be needed as everyone would be given suitable prior notice should the event be cancelled.

Update from Theatre by the Lake (SS & ME) – The TBTL would be undertaking maintenance work during the Dark Skies event next year, therefore all should be in darkness. There had been an issue with emergency lighting although this was now resolved.

**10. Date of next meeting**

Date to be circulated by Town Clerk – not to coincide with Town Council meeting days.

The meeting closed at 2.00pm

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Chair

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Date