

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

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

16 February 2024

A meeting of Keswick Town Council Events Committee will be held at Council Chamber, Keswick Town Hall, Keswick, CA12 5JS on **Thursday 22 February 2024 at 11.30 a.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 7 September 2023 (pages 6-8) (enclosed).
3. **Christmas Lights Switch On**
To receive feedback on the Christmas Lights Switch on event.
4. **Sponsorship of Christmas Tree 2023-2027**
To confirm sponsorship of the Christmas Tree from 2023-2027 by Café Hope.
5. **Events 2024**
To discuss progress on the following events:
 - D Day celebrations
 - Pop and Prom
 - Scruffs
6. **Date of next meeting**
To agree the date of the next meeting.

KESWICK TOWN COUNCIL**EVENTS COMMITTEE**

Minutes of the meeting of Keswick Town Council Events Committee held in the Council Chamber, Keswick Town Hall, Keswick, CA12 5JS on Thursday 7 September 2023 at 1.00 p.m.

Present: Councillor Rob Nelson (Chair) (RN)
 Councillor Steve Harwood (SH)
 Councillor Claire Houghton (CHo)
 Catherine Parker (RFO) (CP)
 Vanessa Metcalfe (KTA) (VM)
 Claudia Walker (Keswick Scouts) (CW)
 Phil Byers (Cumberland Council – Market Manager) (PB)
 Tony Hirst (Keswick Lions) (TH)
 Carole Hirst (Keswick Lions) (CHi)

11. Apologies

Apologies for absence were received from Councillor Lansbury, Chris Harper (Podgy Paws), David Quanton (Keswick Rotary Club), Vivien Little (Town Clerk) and Ania Mlynczak (AFA).

12. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 15 June 2023 (pages 3-5) be approved.

13. Midsummer Events 2023

RECEIVED the following feedback from the Pop and Prom and Scruffs in June 2023:-

- TH & CH – Keswick Lions were a bit short on numbers but were happy with the duties allocated to them.
- All felt that the quality of the straw bales were not as good as previous years, as they were too loose. VL had already made the supplier aware of this. It was felt that we need to keep the straw bales as they help with the atmosphere of events.
- All agreed that the scaffold fence worked as it should. Although it was questioned if it was actually necessary.
- PB – The feedback from the Market stall holders and attendees had been positive, until the rain came!
- CW – Obviously Keswick Scouts did not do as much as planned due to Bee Unique attending.
- CP suggested that, as Keswick Scouts leaders are DBS checked, would they be interested in helping Bee Unique at future events. CW said they would be more than happy to do this and take instructions from Bee Unique staff – **Action VL to propose this to Bee Unique and report back to the next meeting.**
- CH (via PB) – Chris was delighted with Scruffs 2023, it had been a great event as always.

14. Christmas Lights Switch On

RECEIVED the following updates on progress for the Lights Switch On to be held on Friday 17 November 2023:-

- VL (via CP) – The TTRO had been applied for and the EAG form had been sent in.
- VL (via CP) – An invitation had been sent and accepted by 3 Dads Walking.
- VL (Via CP) – Fluid Productions had been booked to provide the stage and associated equipment.

- CP – Lite Ltd have completed all work on electricity provider points. All refurb work has been completed. The CAT wires have been measured. All raw materials will be with Lite by the end of the month, frames are due then too. Moot Hall is now on one connection as opposed to two. Long power leads will be used by Lite on Switch On night from the external power sources, therefore no entry to premises will be required.
- CP – The Street Works Permit will be applied for tomorrow.
- DQ (via CP) – Contact will be made with St Herbert's School and Keswick Brass Band to confirm their attendance to perform at the Switch On Event in Packhorse Court.

Further discussions then took place about how this already successful event could be improved on; it was felt that some ideas were too late for this year, although we could build on them for future years and allocate appropriate budgets.

RESOLVED that:-

- Taylors Funfair be asked to provide two small rides at the Christmas Lights Event this year to be placed at the bottom of Lower Market Square – **Action PB to contact Taylor's and feed back to the next meeting.**
- Contact be made with Cumberland Council to ask for FREE car parking on the day of the event and also if it would be possible to close all or a section of an adjacent car park in future to extend the area of the event e.g. for a funfair, Bee Unique or similar – **Action VL**
- Rob Nelson to attend Keswick Lions Business meeting to discuss the Santa Sleigh proposal and report back to the next meeting – **Action RN**
- Local Vocals be asked if they would be able to perform on stage at the 2023 Christmas Lights Events – **Action VL**
- A Market licence application be made to Cumberland Council as advised by PB – **Action CP**

15. Events 2024

Events to be held in 2024:-

- D-Day celebrations Thursday 6th June 2024 – VL suggested, via CP, that a 40's themed day could be held in Fitz Park on Saturday 8th June 2024 in place of the Pop and Prom at the end of the month. It was **RESOLVED** another Events meeting for Councillors only be held as soon as possible to discuss alternatives for the D-Day Celebrations, as the Beer Festival would be taking place on the weekend of the 8th June 2024 and it would be unwise for the events to clash – **Action VL**
It was further **RESOLVED** that Lakeland Mountain Guides be contacted to see if it would be possible for them to move the date of the Festival of Light to coincide with the D-Day Celebrations on 6th June 2024 – **Action CP**
- Scruffs 2024 – It was **RESOLVED** the date be set as Sunday 23rd June 2024.
- Pop & Prom – To be confirmed at the next meeting pending D-Day discussions, although it was felt that the Fish and Chip van be asked to attend as they were missed this year (especially by Café West) – **Action VL next meeting**
- Christmas Lights switch on – It was **RESOLVED** that the date be set as Friday 15th November 2024.

16. Other Events in Keswick

No updates were given.

17. Date of next meeting

RESOLVED that the date of the next meeting be **Thursday 12th October 2023 at 1pm.**

The meeting closed at 2.30pm

Chair

Date

KESWICK TOWN COUNCIL
EVENTS COMMITTEE
22 FEBRUARY 2024

Events 2024 update

D-Day

There has been some progress on setting things up for D-Day. The event is provisionally 6.30pm-9.15pm, with the beacon being lit at 9.15pm (it can be lit no earlier). There is scope to reduce the amount of time if we need time to fill. The area to be used will be at the Wivell Triangle

- Revd Charles Hope is on board and will perform the service
- RN to build structure to put gas beacon on above War Memorial, to be taken down the same day
- VL to contact Cadets to lead the parade – will confirm at meeting
- VL to contact RBL – will confirm at meeting
- RN to create a stage to make it level
- Open up to local groups who want a stand/gazebo to help their charity/group (RBL etc)
- 40s style band has been approached and are happy to do music – awaiting quotation for how much, but should be reasonable.
- Look to do a cake stall, etc?
- Still to order – Beacon (will cost £599).
- Need to fill in SAG form.
- Need to apply for a TEN to hold the event, especially for live music.

Pop and Prom

RN has suggested a new format for Pop and Prom, where the classical music is in the afternoon.

Suggested line up (roughly)

- 2pm – Stu-di-doo Magician (booked)
- 2.40 – St Herbert's School (potentially)
- 4-6pm Classical music – need to talk to prior performers, and others to get set up
- 6-7 – Local bands, gentler pop music
- 7-8 - Anthemic music, local bands
- 8-9 – DJ – RN suggested Luke Stanger

Catering on site – Fish and Chip Van – SL to contact – (suggested donation £200)

Hello Dandy – on site for 2 days (£250 per day)

Pizza – Mamma Mia (suggested donation £200)

Luchinis – (suggested donation £100 per day)

Possibility of getting Grapevine in for beer as well. KTC has licence for music in the park for midsummer, but any alcohol selling will require a TEN applied for by the individual.

Fluid have been booked for their stage and PA equipment.

Bee Unique have been booked for the event

We have been in contact about the straw bales, however as they state they cannot make improvement on last years, they will not be able to supply them. The Committee need to decide how best to move forward with this.

We can put toilets the other side of the MUGA, so hopefully it will mean that there will not be the same desire to knock them over.

Scruffs

Need an update from Chris Harper

Need an update from Phil Byers.