

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Events & Christmas Committee Meeting  
held in the Mayor's Parlour, College House on Thursday 4<sup>th</sup> July 2019 at 6.00pm**

Present: Councillors Mrs C Baines MBE, Ms S Barlow, R Whittle  
OBE, B Davies, Mrs C Sharplin

In Attendance: L Jakeman, Town Clerk  
Mrs A Kendrick, PA to the Town Clerk  
One member of the public

0091/1920 **ELECTION OF CHAIRMAN**

It was proposed by Councillor R Whittle, seconded by Councillor C Baines and  
**RESOLVED:** that Councillor S Barlow be elected as Chairman of the Events &  
Christmas Committee for the ensuing year.

0092/1920 **ELECTION OF VICE CHAIRMAN**

This item was deferred to the next Events & Christmas Committee meeting.

0093/1920 **CO-OPTION OF NON-MEMBERS TO THE COMMITTEE**

**RESOLVED:** that the following non-members be co-opted to the Events &  
Christmas Committee for 2019/2020:

Rev. Preb. S Cawdell  
D Mansfield, Shropshire Council  
Councillor C Lea, Shropshire Councillor  
B Davies  
Mrs V Hayward  
Mrs C Sharplin  
Ms L Dams  
Mrs S Themans

0094/1920 **APOLOGIES FOR ABSENCE**

Members noted the following apologies for absence.

Councillor S Stevens – personal commitment  
D Mansfield – personal commitment  
Mrs V Hayward – personal commitment  
Mrs S Themans – personal commitment

0095/1819 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

0096/1819 **MINUTES**

- i) Minutes of the Events & Christmas Committee meeting held on 5<sup>th</sup> March 2019

**RECOMMENDED:** that the minutes of the Events & Christmas Committee meeting held on the 5<sup>th</sup> March 2019, having previously been circulated, be signed by the Chairman as a true record.

0097/1819 **PUBLIC QUESTION TIME**

There were no public questions.

0098/1819 **CARNIVAL**

- i) Carnival 2019

The Town Clerk discussed with members the factors that led to the cancellation of the Carnival scheduled for 23<sup>rd</sup> June 2019. Members considered identifying a suitable alternative date or format this summer to hold the event in some form.

Members' considerations included:

- That the overriding priority was to deliver a procession of floats to: ensure that those that have put in hard work in preparing floats do not have their efforts wasted; that the Carnival Royalty have an opportunity to publically celebrate their achievements; and charitable related floats can raise their profile and raise funds.
- That mid-September was the earliest practicable date for a number of reasons (e.g. road closure notice, de-conflict with school holidays and other High Street events).
- Terminating the procession in the High Street would reduce traffic management requirements, and ground conditions on Severn Park would not need to be good to deliver the event (so reasonably wet weather proof).
- The usual start location kindly offered by Nock Deighton was not available for use in 15<sup>th</sup> September.
- That some light touch post procession event that was not overly weather dependent was highly desirable – Castle Grounds.
- That a rescheduled event would require the support of volunteers on the day to assist with managing road closures and general public safety.

- That the original start time for the procession should remain 12:30 pm with the procession likely to finish in the High Street at around 1:30pm with the expectation that the road can re-open by 2:30 pm.
- Floats to be in place no later than about 11:30 am for judging and putting in order of procession.
- That there is already a handmade market under the Town Hall scheduled for Sun 22 September.
- Official activity in Castle Grounds to cease no later than 5 pm

**RECOMMENDED: that a scaled down version of the event, specifically to include the main Carnival procession ending in the High Street be held on Sunday 22nd September. A prize presentation and light entertainment will take place in the Castle Grounds.**

- ii) **RECOMMENDED: that Bridgnorth Town Carnival 2020 be held on the weekend of 20<sup>th</sup>-21<sup>st</sup> June 2020.**

0099/1920 **TEDDY BEARS' PICNIC**

Members noted that this popular events will be taking place on Wednesday 24<sup>th</sup> July in the Castle Grounds from 11am – 2pm. Entry will be £1 per adult and 50p per child. This year's Carnival Royalty will be invited to attend and judge the Best Dressed Teddy Competition.

0100/1920 **CHRISTMAS LIGHTING UP NIGHT**

- i) Theme

**RECOMMENDED: to continue the theme of a traditional, family event with a reduced funfair, as last year, from 4pm – 8pm on Friday 22<sup>nd</sup> November 2019.**

- ii) Indicative Budget

**RECOMMENDED: to delegate to the Town Clerk to seek best value for the event expenditure based on the indicative costings.**

iii) Fees

**RECOMMENDED:** to agree the following pitch fees for this year's event:

- **Commercial - Single pitch (3m x 3m) - £33 inc VAT, Double pitch (6m x3m) - £66 inc VAT**
- **Charities and Community Groups – Single pitch - £15.00 donation, Double pitch - £30.00 donation**
- **Catering (food provision) - £50 deposit to secure the pitch plus 20% of takings, taking into account deposit paid.**
- **Bars - £100 deposit to secure the pitch plus 20% of takings, taking into account deposit paid.**
- **Attractions - £50 deposit to secure the pitch, plus 20% of takings, taking into account deposit paid.**

Members queried the progress of confirming a new lighting scheme. It was agreed that this would be discussed later in the year for 2020.