



28th June 2019

An extraordinary meeting of the **EVENTS & CHRISTMAS COMMITTEE** will be held in the Mayor's Parlour, College House, St Leonard's Close, Bridgnorth **on Thursday 4th July 2019 at 6.00pm**, when Members are summoned to attend.

Yours sincerely

Lee Jakeman PSLCC
Town Clerk
Email: townclerk@bridgnorthtowncouncil.gov.uk
Telephone: 01746 762231

AGENDA

1. Election of Chairman

Members are asked to elect a Chairman of the Events & Christmas Committee for the ensuing year.

2. Election of Vice Chairman

Members are asked to elect a Vice Chairman of the Events & Christmas Committee for the ensuing year.

3. Co-option of non-members to the Committee

Members are asked to consider Co-opting non-councillors to the Events & Christmas Committee. In the preceding year the following were co-opted members;

Rev Preb. S Cawdell
Mr B Davies
Ms G Bailey
Mr A Brown, Shropshire Fire and Rescue
D Mansfield, Shropshire Council
Cllr C Lea, Shropshire Councillor
Mrs S Themans

An invitation to continue to be considered for co-option has been sent to all of the above.

4. Apologies for absence

Members are asked to receive apologies for absence for this meeting

5. Declarations of Interest

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

6. Minutes

- i) Members are asked to confirm the minutes of the Events & Christmas Committee meeting held on Tuesday 5th March 2019
(EVCH/06/1819 on the Town Council website)

7. Public Question Time

8. Carnival

- i) Carnival 2019

The Town Clerk will discuss with members the factors that led to the cancellation of the Carnival scheduled for 23rd June 2019. Members may wish to consider identifying a suitable alternative date or format this summer to hold the event in some form.

- ii) Carnival 2020

Members are asked to agree the date of the Carnival in 2020.

9. Teddy Bears' Picnic

Members are asked to note that this popular event will be taking place on Wednesday 24th 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.

10. Christmas Lighting Up Night

- i) Theme

Members are asked to consider a recommendation to continue the theme of a traditional, family event with a reduced funfair, as last year, from 4pm – 8pm.

- ii) Indicative Budget

Members are asked to consider the attached indicative budget vs costs summary and a recommendation to delegate to the Town Clerk to seek best value for the event expenditure based on the indicative costings.

(Appendix A on the Town Council website)

iii) Fees

Members are asked 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.