

BRIDGNORTH TOWN COUNCIL

**Minutes of the Events & Christmas Committee Meeting
held in the Mayor's Parlour, College House on Monday 21st October 2019 at 5.00pm**

(Draft until signed at a subsequent meeting)

Present: Councillors Mrs C Baines MBE, Ms S Barlow,
Mrs S Stevens, B Davies, Mrs V Hayward, D Mansfield,
P Randell

In Attendance: L Jakeman, Town Clerk
Mrs A Kendrick, PA to the Town Clerk

Absent: Councillor R Whittle OBE
Ms L Dams
Mrs C Sharplin

0250/1920 **ELECTION OF VICE CHAIRMAN**

RESOLVED: that Councillor Sarah Stevens be appointed as Vice Chairman of the Events & Christmas Committee.

0251/1920 **APOLOGIES FOR ABSENCE**

Members noted the following apologies for absence.

Rev. Preb. S Cawdell – personal commitment
Councillor C Lea – work commitment

0252/1819 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

0253/1819 **MINUTES**

i) Minutes of the Events & Christmas Committee meeting held on 5th March 2019

RECOMMENDED: that the minutes of the Events & Christmas Committee meeting held on the 4th July 2019, having previously been circulated, be signed by the Chairman as a true record.

0254/1920 **CO-OPTION OF A MEMBER**

RECOMMENDED: that Mr P Randell be co-opted to the Events & Christmas Committee.

0255/1920 **PUBLIC QUESTION TIME**

There were no public questions.

0256/1920 **CARNIVAL**

i) Carnival 2019

(a) Feedback

Members felt the rescheduled event was well received, with a large turnout despite the weather. Some attendees had expressed disappointment with the High Street element of the event; however positive feedback was received on the announcements of the floats as they arrived.

The Castle Grounds event was a success and offered something for all the family.

A vote of thanks and congratulations were extended to the Direct Labour Force for their assistance on the day, and also to the volunteers who gave up their time to ensure the event ran smoothly.

The amount of walking entries in comparison to float entries was commented upon, however it was agreed that due to the rescheduled event, many floats had been unable to secure a vehicle.

ii) Carnival 2020

RECOMMENDED: that a request be made to full Council to change the date of Bridgnorth Town Carnival 2020 to Sunday 28th June 2020.

It was agreed that a contingency plan would be discussed at the next Events & Christmas Committee meeting.

0257/1920 **CHRISTMAS LIGHTING UP NIGHT**

i) Update

Members noted that:

- The event takes place in Bridgnorth High Street from 4pm – 8pm, with the lights being switched on at 6pm.

- The road closure will be in place from 12 noon, however car parking spaces will be cordoned off from 11.20am as parking for 40 minutes (as the permitted parking time) could result in delays in setting up.
- Caterers and Bars have now been confirmed with the majority of deposits being paid.
- We are no longer accepting applications for stalls and are operating a waiting list whilst the site plan is finalised.
- Mr B Davies is assisting the Town Council with the organisation and site planning of this year's event to use his expertise of High Street events.
- Volunteers are sought to assist in the set up of the event; to include cordoning off parking bays and helping traders set up as quickly as possible.
- Local schools and performers will be on stage throughout the event.
- Entertainment is being booked for the south end of the High Street to include live reindeer and some photo opportunities. Sponsorship is being sought for this element of the event.
- A security company has been employed to marshal road closures once the event is taking place.

Councillor Stevens updated members on current sponsorship from local businesses including John Cannaby Associates, All Seasons Tree Services, Berriman Eaton, The Stable Bar and the new Antiques Shop. This would cover the costs of our entertainment to include possible stilt walkers and an Elf photo booth.

RECOMMENDED: that a request would be made to full Council for an additional £200 from grant funding to fully cover costs.

Mr P Randell made a request for the presence of marshals at the end of the High Street to ensure residents have access to Cartway. It was agreed that a professional marshal would be present; however Mr Randell was going to source volunteers from the Cartway, Friars Street and Riverside Residents Group to assist.

Suggestions were received for PA announcements in the south of the High Street, together with badges for official traders to deter attendees purchasing from external street pedlars who are not contributing to the event.

Free parking had been requested via Shropshire Council and a suggestion was made to request a similar arrangement for all event days.

A letter drop would be carried out to all residents and businesses in the run up to the event; Councillor S Barlow and Mrs V Hayward kindly offered to assist.

0258/1920 **ANNOUNCEMENTS**

Mrs S Themans notified members of the following:

i) Christmas Late Night Shopping

Two late night shopping events would be taking place in town on 12th & 19th December; the first to include performances from a brass band and Concordia Choir and it was hoped a movie night would take place on 19th December.

ii) Bridgnorth Food Festival

Beth Heath, organiser of popular events such as the Shrewsbury Food Festival, Shropshire Kids Festival and OktoberFest is keen to bring an event to Bridgnorth in the form of a Food Festival. It was thought this would take place on Severn Park.