

BRIDGNORTH TOWN COUNCIL

**Notes of the Events Working Party Meeting held in the Mayor's Parlour,
College House on Tuesday 13th March 2018 at 5.30pm**

- Present: Councillors Mrs C Baines MBE, Ms S Barlow, D Cooper, G Davies, Mrs C Whittle, R Whittle OBE
Councillor C Lea (Chairman), B Davies, L Gardner (RBL Bikers), S Gostling (RBL Bikers), Ms T Johnson
- Apologies: Councillor Mrs S Stevens, D Mansfield
- In Attendance: Mrs A Kendrick, PA to the Town Clerk & Minutes Secretary
- Absent: Councillor R Fox, K Adams, K Bellwood, N Cooper, G Aulton, Rev. Preb. S Cawdell, L Hopkins, M Mackenzie

1. Welcome

Councillor C Lea welcomed everyone to the meeting and introductions were made around the table.

2. Notes of the Events Committee/Working Party meeting held on 23rd January 2018

Members went through the notes of the last meeting page by page.

The notes were agreed and would be signed by the Chairman.

It was agreed that item 5 – Carnival be brought forward to this point in the meeting.

3. Carnival

a. Carnival Royalty – Criteria and closing dates

It was **PROPOSED, SECONDED** and **AGREED** that the Carnival Royalty categories would be as follows:

- Infant Prince & Princess – Primary School (4-7)
- Junior Prince & Princess – Primary School (8-11)
- Carnival Queen – Secondary School (11-16)

Should there be no entries into the Junior Prince Category, two Junior Princesses would be appointed.

There would be no Carnival Queen Mother category this year.

It was **AGREED** that photographs would not be requested this year.

It was **FURTHER AGREED** that the Crowning Ceremony would take place on Friday 8th June in the Town Hall.

Mrs A Kendrick would determine the closing date for Carnival Royalty applications.

b. Stalls – Fees

Members were reminded that Bridgnorth Town Council had recently agreed to increase fees by 10% and it was queried whether this should apply to the setting of stall fees.

It was confirmed that the previous cost of £42.00 inc VAT was for a commercial stall, and not for a catering/refreshment stand.

Concern was raised that by increasing fees substantially would exclude small local businesses that want to join a community event and have done so since the Carnival was resurrected. There would also be less time on the Carnival field as the start time was now later.

After further discussion, it was **PROPOSED, SECONDED** and **AGREED** that the following fees would apply for Carnival stalls this year:

Food Outlets - £50 deposit plus 20% of takings
Bars/Drinks Outlets - £100 deposit plus 20% of takings
Commercial Stall - £40 plus VAT
Town Centre Retailer - £15 donation
Charity/Community Stall - £15 donation
Attraction - £50 deposit plus 20% of takings

c. Entertainment – Acts

Members were advised that an animal show had been contacted but a response was awaited. Suggestions for alternative acts were welcomed. It was noted that Gymkhanas had been very popular at the Carnival in years gone by and that local Pony Clubs could be contacted to see if they were interested in attending.

It was suggested that arena acts could start earlier to draw people onto the Carnival field prior to the arrival of the procession. This would also benefit the catering stands as it will be around lunchtime.

It was agreed that the live music section could start later to accommodate more acts in the arena during the day time. Two performers had requested to perform and one other was being contacted.

d. Floats/Procession Entries

Members were advised that booking forms needed to be completed and made available. Some new and old organisations had registered their interest to take part.

e. Sponsors – Update

Members were informed that Councillor Mrs S Stevens had made good progress in contacting local businesses and secured a large amount of sponsorship. Letters had also been sent to past sponsors and to date, the following list of sponsors had been confirmed:

Arena Events - £420 confirmed from Holdens Brewery, amount from Tanners TBA.

Carnival Royalty - Carnival Queen - Wow (hair and makeup) and My Little Wedding Shop (making a customising a dress)
- Princes - Bull and Co (Hair)
- Princesses - Salon Blue (hair and makeup)

All flowers Inspired by Chelsea

Carnival Royalty Float - TG Builders' Vintage Lorry

Perry and Phillips

Stitches of Bridgnorth

Bridgnorth Aluminium – to sponsor first aid provision

Classic Motor Cars Ltd

Castle Hill Railway

What's What Magazine

Bridgnorth Journal – editorial support

John Cannaby Associates

f. Other – Parking Arrangements

It was **PROPOSED**, **SECONDED** and **AGREED** that a nominal parking charge of £1.00 would apply on the day. This would be well advertised with signage on the roadside and formal collection buckets. Collections would be made at each individual car park to prevent a hold up on the main road.

4. Proposal from Bridgnorth Town Council

Members were asked to consider minute number 0655/1718 **MOTION FROM COUNCILLOR R WHITTLE OBE** from the Town Council meeting held on 6th February,

“Members were asked to consider a proposal from Councillor R Whittle OBE that the Town Council suggest to the Events Committee that in order to provide proper governance of taxpayer's money it should become a committee of Council, with co-opted members, a Town Councillor in the chair to be combined with the Christmas Committee.

a. Becoming a Committee of Bridgnorth Town Council

Certain Members felt that it was not necessary to become a Council Committee as at the same Town Council meeting, it was **RESOLVED**: that the Events Calendar be agreed and it was confirmed that Town Council Staff could continue to assist with these events.

A background to how the Events Committee was formed was given and it was confirmed that the Events Committee/Working Party had always been a Council led group with Councillors appointed to it, but allowing members of the public to participate. Over the years, the Committee and Working Party merged to prevent a duplication of meetings. It was acknowledged that the Chairman had remained the same, even when Councillor Lea stepped down from the Town Council; albeit being recently re-elected.

Mrs A Kendrick advised that she had taken advice from SALC and advised that if Members decided to become a Council Committee, in line with NALC's LTN 7 and s144 of the Local Government Act 1972, non-Councillor members of the group would be given full voting rights. They would need to be co-opted to the Committee but that the structure would not change vastly from its current form.

Concern was raised that previously, residents had come to meetings to vote on a matter which incurred expenditure paid for by Council and were then never seen again.

After further discussion, it was **PROPOSED, SECONDED** and **AGREED** that the Events Working Party/Committee become a Committee of Council with co-opted members, a Town Councillor in the chair and those co-opted members are given full voting rights.

Councillor C Lea was thanked for his hard work and chairmanship skills throughout his years as Chairman.

b. Amalgamating with the Christmas Committee

Mrs Kendrick highlighted that should the committees amalgamate, in line with NALC's LTN 7 and s144 of the Local Government Act 1972, non-Councillor members of the group would not be able to vote on Christmas matters unless they relate to Events.

It was stated that the work of the Christmas Committee had been completed as there were no further plans to extend the lighting schemes for 2018, and the Quayside Lighting Up event was no longer taking place.

It was **PROPOSED, SECONDED** and **AGREED** that the Events Committee amalgamates with the Christmas Committee.

5. Easter Bunny Hunt

a. Activities

Members were advised that there would be a car painting activity for the children and it was hoped that a local group would use this as a fundraising opportunity. There would also be the usual bunny hunt, face painting, children's rides, bouncy castle and refreshments.

b. Sponsors

Members were informed that Councillor Mrs S Stevens had again done a great job in securing sponsorship for various aspects of this event. These were as follows:

- Easter Bunny – Oscars Pet Food and Emma Chandler (Seamstress to make coat, waistcoat and bow tie for the bunny)
- Winning Easter Egg – Eudon George Chocolates
- Mini Prizes – The Falcon

6. Upcoming Events

Members noted the following upcoming events.

- a. Sunday 18th March - Continental Market and Annual Vintage Tractor Rally
- b. Sunday 1st April – Easter Bunny Hunt
- c. Monday 7th May - May Fair
- d. Thursday 10th May - Mayor Making
- e. Sunday 13th May - Civic Sunday
- f. Sunday 27th May – Sun Fest
- g. Monday 28th May - Bridgnorth Walk
- h. Saturday 23rd June - Bridgnorth Town Carnival
- i. Sunday 22nd July - Street Festival
- j. Wednesday 25th July - Teddy Bear's Picnic
- k. 17th – 27th August - Bridgnorth Music & Arts Festival
- l. Sunday 2nd September - Italian Auto Moto Festival & Continental Market
- m. 21st-23rd September - Bridgnorth & District Twinning Festival
- n. Sunday 28th October - Bridgnorth 10K Run
- o. Sunday 11th November - Remembrance Sunday
- p. Sunday 2nd December - Christmas Street Market
- q. Saturday 8th December – Mayor's Charity Christmas Concert

7. Date of Next Meeting

Dates for the next meeting would be circulated by email.