

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Events & Christmas Committee Meeting  
held in the Mayor's Parlour, College House on Tuesday 27<sup>th</sup> July 2021 at 5.30pm**

Present: Councillors

Connolly (Chair)  
Aked  
Colley  
Seabright (In Part)  
Wellings

In Attendance: L Jakeman, Town Clerk  
Mrs A Kendrick, Democratic Services Officer

(Draft until signed at a subsequent meeting)

0111/2122 **ELECTION OF CHAIRMAN**

It was proposed by Councillor Wellings and seconded by Councillor Aked and **RESOLVED:** that Councillor Connolly be elected as Chairman of the Events & Christmas Committee.

0112/2122 **ELECTION OF VICE CHAIRMAN**

It was proposed by Councillor Aked, seconded by Councillor Connolly and **RESOLVED:** that Councillor Wellings be elected as Vice Chairman of the Events & Christmas Committee.

0113/2122 **APOLOGIES FOR ABSENCE**

Members noted the following apologies for absence:

Councillor Barlow – personal commitment  
Councillor Seabright – personal commitment (arriving late)

0114/2122 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

0115/2122 **PUBLIC QUESTION TIME**

There were no members of the public present.

0116/2122 **NOTES**

Members received the notes of the Events & Christmas Working Party meeting held on 29<sup>th</sup> June 2021.

With there being so many new members on the Committee (and Council) a general discussion occurred around the background to past events.

0117/2122 **FUNFAIRS ON SEVERN PARK**

At the Town Council meeting held on 6<sup>th</sup> July it was RESOLVED (Minute No. 0883/2122 ii refers)

*to adopt initial recommendations contained within the report from the Events and Christmas Working Group regarding funfairs and large-scale commercial activities, and delegate to the Events Committee to consider the following issues:*

- *Protecting Concessions*
- *Protecting the ground/turf*
- *Protecting the income from the car park*
- *Siting of generators*

Members considered the matter at length. In general, it was felt that the current booking form was adequate and that any application to hold a commercial event would need to be assessed on an individual basis (dependent upon the size, type of activity and dates) and approval would be subject to an informed judgment call by appropriate staff.

*(Clerk's Note: Councillor Seabright joined the meeting)*

Members asked that the Town Clerk provide some written guidance on the likely thought processes and matters that were likely to be taken into account when staff consider an application (and for that guidance to be formally considered at the next meeting of the Committee).

0118/2122 **CHRISTMAS LIGHTING UP NIGHT**

i) Theme

Members discussed the general format and theme of the Christmas Light switch on event and were of the general opinion that this year's event should follow that of recent years; a High Street event with a mix of stalls and entertainment to accompany a formal switch on event alongside Northgate that will include a staged area for local entertainment. In particular there was agreement that no entertainment should include live animals and that any fairground type attractions should be geared at young children. Furthermore, it was felt that some form of street

entertainment in the form of stilt walkers and jugglers etc (circus style) would be welcomed.

Members were also mindful that some contingencies be considered should the pandemic result in restrictions being reintroduced around the time of the event. It was agreed that some tentative plans be made to hold a remote switch on event, live streamed and similar to that held in 2020.

**RESOLVED: to continue the theme of a traditional, family event with a reduced funfair, similar to that held in 2019, from 4pm – 8pm on Friday 19<sup>th</sup> November 2021.**

ii) Budget

Members appraised themselves of the budget for the event (£3,700) and the anticipated elements of expenditure. Significant costs would likely be incurred for stage hire, security, entertainment staff overtime

**RESOLVED: to delegate to the Town Clerk (in consultation with the Chair) to seek best value for the event expenditure based on the indicative costings.**

iii) Fees

Members considered the levels of fees to be charged and were of the opinion that the fees should remain the same as for those charged in 2019.

**RESOLVED: to set the following pitch fees for the 2021 Christmas switch-on event:**

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

0119/2122 **REMEMBRANCE SUNDAY**

Members noted that a meeting had been arranged with the Chairman of the Royal British Legion and Reverend Simon Cawdell on Monday 2<sup>nd</sup> August to begin discussions on the arrangements for the event on 14<sup>th</sup> November 2021.

Members expressed an interest in attending and it was agreed that any member who might be available to attend would be welcome.

0120/2122 **CARNIVAL**

Councillor Connolly provided Members with an update following a meeting with two members of the community who wished to take on the organisation of the Carnival. Members were advised that a fruitful discussion had occurred and the community group (Bridgnorth Carnival Committee) had been advised of some governance requirements that they would need to satisfy before the Town Council would release any of the funding that it had budgeted for the event (currently £7,500 over the next 2 years).

The community group had advised that they intend to hold a carnival on Friday 3<sup>rd</sup> June 2022 to tie in with celebrations for Her Majesty Queen Elizabeth II's Platinum Jubilee and in turn the carnival would be suitably themed.

On the information provided by Councillor Connolly and the Town Clerk, members were confident that the Community Group were suitably motivated and fully appreciative of the component parts required to deliver a carnival.

Councillor Connolly added that while the Carnival sought to celebrate the Platinum Jubilee, she felt that there was a need for the Council to co-ordinate other suitable activities to mark the occasion in order that the fullest range of residents can celebrate, perhaps in the form of a more formal tea party type event. Members were in general agreement, and it was agreed that a formal agenda item regarding the Platinum Jubilee be part of the next meeting.

0121/2122 **MEETING DATES**

**RESOLVED:** that the next meeting of the Committee be held at College House on 21 September 2021 at 6:30pm

(Clerk's note: There is a Town Council meeting on the same evening beginning at 7:15 pm which will require the Events & Christmas Committee meeting to conclude by 6:55pm).

Members agreed to have an informal discussion via zoom on Fri 3<sup>rd</sup> September at 6:30pm in order that they might prepare fully for the next meeting (and consider items for the agenda).