

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Events & Christmas Committee Meeting  
held in the Mayor's Parlour, College House on Tuesday 1<sup>st</sup> March 2022 at 6.30pm**

*(Draft until signed at a subsequent meeting)*

Present: Councillors

Connolly (Chair)  
Aked  
Barlow  
N Cooper  
Seabright  
Wellings

In Attendance: L Jakeman, Town Clerk  
R Williams, Deputy Town Clerk  
E Overton, Outdoors & Properties Administrator

0329/2122 **APOLOGIES FOR ABSENCE**

Nil

0330/2122 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

0331/2122 **PUBLIC QUESTION TIME**

Members noted receipt of a number of public questions from Mr Ron Richards of St Leonard's Close received the day before the meeting:

- What is the administrative structure of Bridgnorth Carnival?
- Who is legally responsible for the Bridgnorth Carnival?
- What are the criteria for grant funding of council funds to the Bridgnorth Carnival, to whom and for what purposes are they granted and what steps are taken to ensure that they have been properly spent?
- Have any funds been disbursed for the Carnival so far, and if so for what purpose.

Member asked that a written response be provided by the Town Clerk (noting that the topic of the Carnival is a later agenda item and that some or all of the answers would fall out of that discussion).

0332/2122 **PREVIOUS MINUTES**

**RESOLVED** to approve the minutes of the Events & Christmas Committee meeting held on Tuesday 24<sup>th</sup> November 2021.

0333/2122 **CHRISTMAS LIGHTING UP NIGHT**

Members discussed the event in general terms –

**RESOLVED:**

- i) That the Christmas Lighting Switch-on event will take place on Friday 25<sup>th</sup> November.**
- ii) To hold an initial planning event (to which all members should be invited) during March 2021 to review the project plan with Council officers.**
- iii) That the lights should routinely turn on at 11am during the period of the lights being on.**

0334/2122 **REMEMBRANCE SUNDAY – 13<sup>th</sup> November 2022**

Members noted that an initial planning meeting had been held with stakeholders (Royal British Legion, Royal Air Force Cosford Town Marshall, St Marys Church) on Thursday 3<sup>rd</sup> February. A further planning meeting has been scheduled for 1pm on Tuesday 22<sup>nd</sup> March 2022 at College House.

0335/2122 **CARNIVAL 2022 – 3<sup>rd</sup> June 2022**

The Committee was advised that some members had attended an informal meeting with the event organisers at 7pm on Tuesday 11<sup>th</sup> January 2022 at College House. The organisers had suggested that most things were progressing relatively well. Members present had reminded the organisers that the Town Council proposed funding would not be released until the organising committee had been formalised, the constitution approved and copied to the Town Council and appropriate banking arrangements were in place.

0336/2122 **HM QUEEN ELIZABETH II - PLATINUM ANNIVERSARY**

Members noted the Carnival was planned for 4<sup>th</sup> June and would entail a Jubilee Theme.

Saturday 4<sup>th</sup> June 2022, Town Mayor and Chair of Events had asked the clerk to liaise with the Chair of the senior Citizens (who use Castle hall) about holding a Jubilee Tea Party and Bridgnorth Community Hall in Low Town. Sarah and Rachel have agreed to co-ordinate (with some light touch support of officers the event). The clerk advised that the senior citizens were supportive and appreciative of such an event and were keen to be involved in shaping the event with Councillors Barlow and Connolly.

**RESOLVED**

- i) **To recommended that (at the Full Council Meeting on 15<sup>th</sup> March) the Town Council allocates £2,000 from grant funding to be spent on the Senior citizens Jubilee Tea Party and that funding be transferred to the civic events budget for financial year 2022/23.**
- ii) **To form a working group comprising Councillors Barlow, Connolly and N Cooper to co-ordinate a Town Council led Jubilee Tea Party on Saturday 4<sup>th</sup> June aimed primarily at senior citizens of the Town.**

0337/2122 **BRIDGNORTH WALK 2022 - 2<sup>nd</sup> May 2022**

Members noted that the event which starts and finishes adjacent to the Town Hall is still scheduled to take place and that a road closure had been authorised by Shropshire Council to facilitate the event.

0338/2122 **ITALIAN AUTO FESTIVAL – 11<sup>th</sup> September 2022**

Members noted the rather brief correspondence received. While members were keen for the event to take place, they would like to have some assurances that suitable risk assessments, health and safety plans and insurance was in place; along with identifying a suitable point of contact who would be in control on the day of the event. Members asked that officers contact the organiser to ask for some more detailed information on the event and for sight of appropriate risk and method statements, along with details of how they would ensure that residents nearby would have suitable access (for any vehicles) to their properties during the course of the event. Furthermore, the Council would want to know well in advance of the event if any application for a road closure would be requested.

0339/2122 **BRIDGNORTH TRACTOR RUN – 3<sup>rd</sup> April 2022**

Members noted correspondence from Shropshire Highways regarding an approved road closure to facilitate the event. Members expressed their disappointment that the Town Council had no request from the event organisers to hold the event and that any permission by Shropshire Council to approve a road closure in the Town for such an event did not appear to require any consultation with the Town Council.

Members requested that officers contact the organisers and request similar (detailed) information to that mentioned in the previous item.

Members asked that the Town Clerk write to Shropshire Highways to ask that any formal road closure received by Shropshire Council for an event in the Town not be approved without some consultation with and in turn support of the Town Council.

(Clerk's Note: Of concern is that some planned events might impact on weddings that have already been booked at the Town Hall well in advance.)

0340/2122 **USE OF TOWN COUNCIL OUTDOOR SPACES FOR EVENTS**

Members considered a number of requests for the free use of Council outdoor spaces. In making their decision members were mindful that the Town Council had recently agreed to increase its element of the Council Tax paid by residents by over 6% and that while they were supportive of clubs raising their profile putting on events that it was only appropriate that some fee should be levied, particularly when the requests would mean the loss of car parking income.

**RESOLVED:**

- i) **To allow the Rowing Club to have some exclusive access to Severn Park for its regatta on 11<sup>th</sup> June 2022 for a fee of £300.**

**AND**

- ii) **To allow the Rugby Club to have exclusive out of hours access to the Severn Park car park for, use by vehicles of those attending, their bonfire and fireworks display on 5<sup>th</sup> November 2022 for a fee of £300.**

**AND**

- iii) **To waive the fees that might normally be charged for an easter egg hunt in Castle Grounds on Easter Sunday (organised by St Marys Church)**

**AND**

- iv) **To note that Sporting Bridgnorth have indicated that they would wish to co-ordinate a multi sports and recreation club event on Severn Park on 23 July 2022 and that the date and activity should be pencilled in as approved (subject to receipt of a formal application form)**

0341/2122 **PROMOTING AND ADVERTISING EVENTS**

In light of the previous agenda items, members asked that officer populate the Town Council website events page with details of the events discussed at the earliest opportunity. Furthermore, members asked that the events page also include details of any bookings for free use of the bandstand in Castle Grounds that have been or become approved.

0342/2122 **REVIEW OF COMMITTEE TERMS OF REFERENCE**

Members were of the view that the current terms of reference were appropriate. The committee was extremely busy and productive and that with a narrow and clear focus that it was more likely to be able to organise effectively those major events which the Town Council has responsibility for. In addition, they felt that it was not necessary in the title of the Committee to single out one of the events (namely Christmas) and that it was sufficient and more convenient to have the committee known simply as the Events Committee.

**RESOLVED to recommend that:**

- i) **The Events & Christmas Committee be retitled, the Events Committee**

**AND**

- ii) **The current terms be approved without amendment.**

(Note: For the Town Council to consider at its annual meeting in May 2022)

0343/2122 **MEETING DATES 2022/23**

Members considered the desired frequency of meeting dates for 2022/23 and when they might best be held to focus on the successful delivery of the 2 major events that the Committee organised (Remembrance Sunday and Christmas Lights Switch On). It was considered that 4 meetings in the year were probably sufficient (in conjunction with officer led event review and planning meetings). There was a general view that Monday's might be a useful day of the week for committee meetings and that dependent upon the make up of the committee membership there might be an opportunity to hold such meetings during normal office hours.

**RESOLVED to recommend that:**

**Events Committee meetings in 2022/23 be held on the first Monday of the months of January (unless it is a public holiday), March, June and September (times to be confirmed by the new committee).**

(Clerk's Note: A full schedule of Council and Committee meetings would be approved at the Annual Council meeting in May 2022)

0344/2122 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT**

**RESOLVED** in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

*(Clerk's note: While the discussions are confidential the decisions made are documented for the public record)*

0345/2122 **CHRISTMAS LIGHT CONTRACT TENDER**

**RESOLVED**

- a. **To appoint Lightwire Electrical Ltd for a period of 3 years (encompassing Christmas of 2022, 2023 and 2024) in response to the recent tender process for Christmas Lighting.**

**And**

- b. **That the Town Clerk has delegated authority to finalise the formal contract.**

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