

BRIDGNORTH TOWN COUNCIL

**Minutes of the Extraordinary Events Committee Meeting of Bridgnorth Town Council held in the
Annexe, College House on Friday 18th November 2022 at 4.00pm.**

Present: Councillors S Barlow, R Connolly, N Cooper, and I Wellings

Absent: Councillor C Baines

In Attendance: Mrs R Williams, Interim Town Clerk
Miss E Overton, Cemetery, Properties and Grounds Administrator
Miss A Plimmer, Business Administrator

0249/2223 **APOLOGIES FOR ABSENCE**

It was proposed by Councillor N Cooper, seconded by Councillor R Connolly, and unanimously **RESOLVED:** to accept the apologies below:

Councillor C Aked - Family Commitment

0250/2223 **DECLARATIONS OF INTEREST**

Nil

0251/2223 **PUBLIC QUESTION TIME**

Nil

0252/2223 **MINUTES**

It was proposed by Councillor S Barlow, seconded by Councillor I Wellings and unanimously

RESOLVED: to approve the minutes of the Events Committee meeting held on Monday 5th September 2022.

0253/2223 **MEMBERS QUESTION TIME**

Nil

0254/2223 **TERMS OF REFERENCE**

Members reviewed the existing terms of reference, and it was proposed by Councillor S Barlow seconded by Councillor R Connolly, and unanimously

RESOLVED: to put the following terms of reference forward for adoption at the next Town Council meeting:

Events Committee – Terms of Reference

- *The Committee will comprise up to seven Members.*
- *The quorum of the Committee shall be three Members.*
- *The Committee shall undertake the following roles and functions: -*

Events

1. *To agree and manage all Town Council led events, if in the budget.*

2. To confirm format and dates for all events and provide an annual diarised scheme of said events
3. To approve expenditure from the relevant budgets.
4. To provide budget estimates to Town Council for the following financial year
5. To provide best value including gaining sponsorship for events
6. Review feedback from Town Council and other major events.
7. To liaise with other organisations staging Town events to include road closures.
8. To approve hire and agree appropriate fees for ad-hoc events on Town Council land.

Christmas Lighting Provision

1. To review Christmas lighting provision
2. To consider tenders and quotations relating to Christmas lighting, repairs, contractual matters etc and the awarding of contracts

0255/2223 **REMEMBRANCE SUNDAY**

Members reviewed the Remembrance Sunday event that took place on Sunday 13th November 2022 and noted that next year, it would be more appropriate to move the Councillors to another area in the Castle Grounds and alter the parade order when moving past the dias. Members also discussed the possibility of serving refreshments in the church instead of the Castle Hall next year.

Whilst the event was seen as a success, members did comment on the lack of Councillor involvement within the parade. The date for next years Remembrance Service is Sunday 12th November 2023 where all Councillors will be strongly encouraged to participate to the fullest.

Members suggested discussions could be had with the Senior Property Maintenance Operative regarding moving the wreaths to the bandstand after the service and leaving them there for one month before removing.

0256/2223 **CHRISTMAS LIGHT SWITCH ON**

Members noted that the arrangements for the Bridgnorth Christmas Light Switch on which is to be held on Friday 25th November 2022 were discussed and finalised in a meeting earlier that day.

0257/2223 **TEDDY BEAR'S PICNIC**

It was proposed by Councillor I Wellings, seconded by Councillor S Barlow, and unanimously

RESOLVED: to set the date for the 2023 Teddy Bear's Picnic as Thursday the 27th July 2023.

0258/2223 **REVIEW OF COMMERCIAL/OUTSIDE BODIES USE OF TOWN COUNCIL LAND**

1. High Street Closures

Members discussed the rules, regulations, requirements, loss of trade and disruption surrounding events on the High Street that require a road closure. A survey regarding the effect of Road Closures (particularly the High St) on retail businesses was carried out by Councillor I Wellings. Every retail outlet on the High Street was visited and opinions

obtained. The results were shared with the Events Committee and will be considered when Road Closure notices are requested.

2. Italian Car Show

Members reviewed the recent Italian Car Show and would like to object to any future applications to hold this on the High Street due to safety concerns. An alternative suggestion would be to use one of the large car parks in the Town.

3. Bridgnorth Rugby Club

Members viewed photographs of vehicle tyre damage to the grass surface at Severn Park following the Firework display at Bridgnorth Rugby Club and suggested holding a meeting with members of the Rugby Club to discuss an appropriate course of action for next years event.

4. Festive Tractor Run

Members noted that the Festive Tractor run will be taking place on Sunday 11th December 2022 from the Livestock Market at 5pm. They will arrive on the High Street at approximately 5.30pm. It is understood that the tractor convey will drive straight through the High Street and note park up.

5. Bridgnorth Musical Theatre Company

Members noted that a three-day production by the Bridgnorth Musical Theatre Company will take place in the Town Hall from the 16th-18th March 2023.

6. Funfair

Members considered an application from Orbital Funfairs to hold a Funfair in Severn Park on the 20th-23rd April 2023. It was proposed by Councillor S Barlow, seconded by Councillor N Cooper, and unanimously

RECOMMENDED: to delegate power to the Town Clerk to set an appropriate fee for a three day event, in keeping with the Severn Park conditions of hire.

7. Bridgnorth Lions Walk

Members considered an application from the Bridgnorth Lions to use inside and underneath the Town Hall for their Annual walk on the 1st May 2023. Members were minded that no charges should be applied to the hire of the Town Hall on this day. However, the building should be used by event organisers only.

8. Paddle Boarding Event

Members considered the enquiry received from Z-I-P Pre Pitched, who would like to hold a paddleboarding event in Severn Park on the 13th May 2023. It was proposed by Councillor R Connolly, seconded by Councillor I Wellings, and unanimously

RECOMMENDED: to charge the paddleboarding company £150 for the use of the slipway and to not charge for the use of Severn Park on the conditions that the footpath is kept clear, and all attending who are using the car park, pay for parking.

9. Christmas Tipi

Members considered the enquiry received from Typically Inspired, who would like to hold a Christmas Tipi event in Bridgnorth. It was suggested that the company is invited to the next events committee meeting to discuss the idea further.

(Clerks Note: Members also discussed the success of the Jubilee Senior Citizens Tea Party and agreed that an annual event of this nature would be a welcome event for our Senior Citizens. And the possibility of the Town Council purchasing decorative bunting. This will be needed for the Coronation and could be used for the Annual Carnival and other events as required. It was agreed that the Bunting be neutral in appearance (Red White and Blue) and not have graphics or pictures printed on.)