

BLYTH TOWN COUNCIL

To: ALL MEMBERS OF THE EVENTS COMMITTEE

You are hereby summoned to attend a **SPECIAL** meeting of **BLYTH TOWN COUNCIL EVENTS COMMITTEE** to be held at Ebor House on Thursday 14 February 2013 at 6.30pm.

As you know the meeting scheduled for Tuesday 22 January 2013 was not quorate and there are some urgent issues that need to be addressed if the proposed events programme is to be delivered.

Could I ask Members who are unable to attend to provide their opinions and apologies in advance of the Special Meeting. If this meeting is quorate your opinions will be fed into the relevant discussion.

The Agenda for the meeting is set out below.

**SUE NODDINGS
TOWN CLERK
BLYTH TOWN COUNCIL**

6 January 2013

Would you please ensure that all mobile phones are switched off during the meeting.

AGENDA:

1. APOLOGIES FOR ABSENCE

2. DISCLOSURE OF INTERESTS

3. MINUTES FROM EVENTS COMMITTEE MEETING HELD ON TUESDAY 27 NOVEMBER 2012 *(Previously circulated)*

4. MATTERS FOR URGENT ATTENTION:

- 4.1 **Content of DVD (LJR/KN)** – the last event to be included in the DVD will be the Spring Fair in March 2013 so time is of the essence.
- 4.2 **SPRING EVENT** – papers are attached regarding this event and decisions need to be made if this event is to take place. *(please see attached documents- Update and Budget)*
- 4.3 **Halloween/Fireworks (SN)** – the “Autumn Event” scheduled for Sunday 3 November 2013 requires agreement regarding the

change of venue and expenditure on a fireworks display in order that a booking can be made. East Bedlington Parish Council is in agreement but we need to address a whole range of other issues and organisations such as H&S, Residents Associations, Port of Blyth, NCC, Friends of Ridley Park, etc. *(Please see attached Documents – Budget and Quotation from 21st Century Fireworks)*

- 4.4 **Re-introduction of detailed specification for each event** – tighter budgetary controls are being introduced to ensure events are delivered within budget. The detail specification will ensure that Blyth Town Council can assess each event against pre-agreed objectives and budgets. In addition it will ensure that a named member of the Events Committee is given delegated authority to make decisions essential to the effective and timely delivery of events. *(previously circulated)*

5 ITEMS FOR INFORMATION AND URGENT MATTERS

- 6 DATE OF NEXT SCHEDULED MEETING TUESDAY 26 FEBRUARY 2013** (a decision will be made regarding the timing of the next meeting and it is possible that the Events Committee will not need to meet until 26 March 2013).

MEMBERS OF THE EVENTS COMMITTEE:

Jim Condon (Vice Chair)
Alisdair L Gibbs-Barton
Kath Nisbet
Bob Parker
Lesley J Rickerby (Chair)
Sam Walker
Fiona Wilson

PLUS INVITED PARTICIPANTS:

Paul Taylor – Events Co-ordinator
Michael Nicholson – National Market Traders Federation
Steve Bucknall – Northumberland County Council
Steven Bradley – Widescope/Town Team