

BLYTH TOWN COUNCIL EVENTS WORKING GROUP

Notes from Meeting held on 4 November 2010 at 6.00pm in the Blyth Town Council Offices, Ebor House, Blyth.

Councillors Present: John Potts
Kath Nisbet

In Attendance: Sue Noddings, Town Clerk
Paul Taylor, Community Works

Apologies: were received and accepted from Councillors Bob Parker, Lesley Rickerby and Fiona Wilson.

1. Notes from the meeting of the Events Working Group held on 21 October and a meeting between Sue Noddings and Paul Taylor on 29 October and 1 November 2010 were reviewed.
2. The following actions were agreed: -
 - Asda Bag Pack to take place on Friday 12 November 2010.
 - 8' Banner for Blyth Town Council at a cost of £116 to be ordered – **Action: PT**
 - Full portfolio of Delivery Notes to be available for next meeting along with timeline – **Action: PT**
 - School involvement – Choirs, Raffle, etc – **Action: PT**
 - To check when the plinths in the Market Square are to be removed – **Action: PT**
 - Raffle to Close at Schools on 18 November 2010 – first prize draw to take place on Saturday 20 November 2010 at 11.00am in the Keelrow.
 - Blachere have offered to transport the lights to Balfour Beattie free of charge – agreed to accept offer. **Action: PT**
 - Questionnaire to be issued on the 26 November 2010 to gain feedback from traders, etc and to form part of report. Report to Council on 24 January 2011. **Action: PT**
3. Paul Taylor reported that donations had been received as follows: -
 - Greggs £100
 - Morrisons £10
 - Asda £20 plus Bag Pack
 - Argos £20 plus tree and garland
4. Date of next meeting of the Events Working Group will be Thursday 18 November 2010, 7.00pm at Ebor House.

**SUE NODDINGS
TOWN CLERK**

14 October 2010

BLYTH TOWN COUNCIL EVENTS WORKING GROUP

Notes from Meeting held on 21 October 2010 at 7.00pm in the Blyth Town Council Offices, Ebor House, Blyth.

Councillors Present: Bob Parker
John Potts
Lesley Rickerby
Fiona Wilson

In Attendance: Sue Noddings, Town Clerk
Paul Taylor, Community Works

Apologies: were received and accepted from Councillor K Nisbet.

1. Notes from the meeting of the Events Working Group held on 12 October 2010 were reviewed.
2. Notes from meetings held on 12 and 15 October 2010 were then discussed including: -
 - Artwork for banners for the Market Place provided by Ray Williams – general consensus was that this was something Blyth Town Council should support but that it should perhaps be used for a Spring Initiative.
 - Marketing of Blyth Market Place.
 - Sponsorship from Retailers.
 - Schools support and involvement.
3. The revised Budget was circulated showing the cost savings by changing to Balfour Beattie.

Electricity was still an unknown – **Action: PT** to speak with Steve Bucknall.

The revised budget does not include any income from the sale of Raffle Tickets, 15% from additional Concessions, Donations or Gifts.

The Town Clerk advised the Working Group that Councillor Gibbs-Barton had indicated a wish to pay for the Steve Daggett Band as his personal contribution to the event. The Councillors present wanted it recorded that they would prefer, for the sake of transparency, that the Town Council paid this cost through the Events Working Group.

4. The Working Group discussed a common vision for the Market Place and felt that it would be accurate to state "that Blyth Town Council is

actively seeking a positive opportunity for future development of the Market”.

5. The following issues were discussed: -

- Need for an Events Notice to be submitted – **Action: PT**
- Because of issues with Northumberland County Council contacts regarding Public Liability Insurance and the lack of definitive information for a further week to 10 days it was agreed to use Blyth Town Council cover of £10,000,000 if necessary – **Action: SN to confirm with Came & Co.**
- Councillor Parker suggested that we contact Lynn McAulay at Northumberland County Council if we are unable to obtain a response regarding the insurance.
- It was confirmed that the Entertainment Licence was in place through Northumberland County Council.
- It was confirmed that the Gambling Licence would be required – **Action: PT**
- It was confirmed that both the band and the compere would provide their own Performing Rights Licence.

6. It was agreed that the first prize for the Raffle would be drawn in advance of the event to allow for publicity clearance, confirm attendance on 26 November, etc. Other prizes to be drawn on the day.

7. Paul Taylor confirmed that he hoped to have coverage on Radio Newcastle Drive Time, press releases, fliers, notices, etc. Councillor Wilson volunteered to make contact with Look North the week before the event.

8. The next meeting of the Events Working Group will take place on Thursday 4 November 2010, 6.00pm to 7.00pm at Ebor House, Blyth. This change of time is due to the Planning and Development Committee having a meeting arranged for 7.00pm that night.

**SUE NODDINGS
TOWN CLERK**

2 November 2010