

BLYTH TOWN COUNCIL

Minutes of a Meeting of the Events Committee held on Tuesday 27th November 2012, 6.30pm at Ebor House, Church Street, Blyth, NE24 1BG.

PRESENT:

Councillors: J Condon (Vice Chair)
K Nisbet (Mayor)
R Parker
L J Rickerby (Chair)
S Walker (Deputy Mayor)

In Attendance:

Invited Guests: M Nicholson (NFMT)
T Violet (NCC)
S Bradley (Town Team)

BTC Officers: P Taylor (Events Co-ordinator)
S Noddings (Town Clerk)

Others Present: P Slattery
M Lee-Alliston

Councillor Rickerby welcomed everyone to the meeting and, as there were some new attendees, introductions were invited.

1. APOLOGIES

Apologies were received and accepted from Councillor A L Gibbs-Barton.

2. DISCLOSURES OF INTEREST

There were no disclosures of interest at the start of the meeting, however when Matters Arising from the meeting held on 23 October 2012 were discussed Councillor Rickerby declared an interest as a Woodhorn Trustee.

3. MINUTES OF Events COMMITTEE HELD ON 23 OCTOBER 2012

The minutes were discussed page by page, agreed and signed.

Initials: _____

4. Matters Arising

Councillor Rickerby enquired whether there were any matters arising from these minutes: -

Item 4.1 The Hog Roast at the Summer Fair – Councillor Nisbet enquired whether a letter had been sent or just a decision not to use this supplier at future events. It was confirmed that a decision had been made not to use this supplier in future. **Action Agreed: Events Committee**

Item 5.2 Contents of DVD – it was agreed that Councillors Rickerby and Nisbet would have a meeting during week commencing 3 December 2012 to discuss the questions for the interviews. **Action Agreed: LJR and KN**

The Town Clerk enquired whether the cost of the DVD (£13,500) included filming of the March Event. Matt Lee-Alliston assured the meeting that although this was an additional event it would be included in the agreed cost.

Item 6.1 Additional Spend – the Town Clerk enquired whether the cost of the Christmas tree had increased from £400+ to £1,000. Paul Taylor assured the meeting that this had been an allowance and that the real cost had been maintained at £448.

Item 7.5 Contingency Provision in Proposed Budget 2012-13 – Councillor Condon advised the meeting that the proposed £10K contingency funding could not be included and that a fully costed proposal to support this additional funding would be required by the Finance Committee.

Item 8.1 Arts Council Award of £1.6M to be spent in SE Northumberland – the Events Co-ordinator reported that his letter to Keith Merrin at Woodhorn had resulted in a response that NCC/Woodhorn were not funders. Ideas were discussed for family orientated activities. **Agreed Action: LJR to arrange meeting with Keith Merrin.**

Item 8.2 Ideas for Suitable Projects – this item links to Item 7.5. Town Councillors were again invited to provide the Events Co-ordinator with ideas for suitable projects that could be discussed at the next meeting. **Action Agreed: Town Councillors**

Initials: _____

5. Events DVD

It was confirmed that the total cost for the DVD was now £13.5K and that the original budget of £8K was being supplemented by £5.5K from reserves. It was agreed that as this issue had been discussed in such great detail a line would be drawn under this issue.

Councillor Condon asked what would be done with the DVD and the Events Co-ordinator responded that it was intended that copies be sold and given away to promote Blyth.

6. Events Co-ordinator Update

6.1 Halloween – it was recognised that this had been another successful event with approximately 300-400 people passing through the Market Place per hour throughout the day. It was suggested that the event could possibly be moved to the Quayside next year and linked with Bonfire Night. An outline discussion followed and the Events Co-ordinator advised the meeting that he had received a quote of £3.5K for 20 minutes of fireworks and music. Councillor Rickerby felt that at that price it may be feasible. To be discussed further. **Agreed Action: SN to contact Clerk at East Bedlington to establish whether we could use the east side of the quay for the display.**

6.2 Christmas Festival – Councillor Walker stated that unfortunately the children could not be heard singing. The Events Co-ordinator explained the difficulties experienced because of the parents entering the designated area for the choir. Arrangements had been made for parents to stand in the audience and then collect their children at the end of the event. It was agreed that the schools should be advised of these problems and that in future parents must comply with the planned programme. Also to look at pre-recording choirs and used as playback on the day. **Agreed Action: PT**

Councillor Nisbet stated that the discussed permanent stage would benefit events like this enormously. She congratulated the Events Co-ordinator on another event that had been well done. Both the Halloween and Christmas Festival events were excellent.

Paul Slattery stated that he felt something could be done in future to ensure greater participation of the audience. Councillor Parker stated that he had a constructive criticism regarding the layout and the fact that it was never the same twice.

Initials: _____

After discussion it was agreed that we should learn from experience and develop a Guide/Framework for Events to ensure agreement and compliance. This would relate to all aspects of each event including location/venue, layouts, risk assessments, meetings with market traders, partnership activities, etc.

Action Agreed: PT

The Events Co-ordinator advised the meeting that Northumberland College had a truck stage that they no longer required. It was agreed that the college would be contacted to establish details such as size, weight, space for storage, transport requirements, etc. Matt Lee-Alliston volunteered to store the stage at his West Sleekburn site should we secure the stage. **Action Agreed: PT**

6.3 30 March "Easter Sunday" – the Events Co-ordinator advised the meeting that he had approached Kim Sweeney regarding incorporating the family charity event with the BTC event. They would be happy to participate. The Schools are still to be approached but to date the following has been confirmed: -

- TA to provide vehicles and involvement on day
- Blyth Olympiad to be involved in the parade
- Fergusons, Headway, Community Centres, Churches Together, Bikers, etc to provide floats/vehicles
- Easter Egg Hunt to involve the market traders

Steven Bradley enquired whether there was involvement of the Arts & Culture Sub Group and suggested the potential for the Town Team to help with publicity and a social networking campaign. The Events Co-ordinator stated that this would be of enormous value to all parties. Steven Bradley stated that his involvement with Blyth Town Council to date had been a very positive and supportive experience.

6.4 Dealt with in above item.

6.5 Further Events in 2013 – these issues are to be considered further (See 4. Matters Arising Item 8.2) once ideas had been submitted. Councillor Condon reported that a Vegetable and Leek Show had been suggested at the last Council Meeting. Councillor Rickerby stated that she would like to see a Blyth Flower Festival and Councillor Nisbet confirmed that this could compliment the re-launch of Blyth in Bloom. **Action Agreed: Discuss at future meeting.**

Initials: _____

7. Budget Proposals

It was agreed that this issue had been discussed under 4. Matters Arising Item 7.5.

8. Items for Information and Urgent Matters

It was agreed that the Clerk would contact King Design regarding the banners in the Market Place. **Action Agreed: SN**

9. Date of Next Meeting Tuesday 22 January 2013, 6.30pm at Ebor House.

Signed: _____ **(Chair)**

Dated: _____