

BLYTH TOWN COUNCIL EVENTS WORKING GROUP

Notes from First Meeting held on Thursday 23 September 2010 at 7.00pm in the Blyth Town Council Offices, Ebor House, Blyth.

Councillors present: Bob Parker
John Potts
Fiona Wilson

In attendance: Sue Noddings, Town Clerk
Paul Taylor, Community Works
Mel Jackson, StUK Sound

Apologies: were received and accepted from Councillors K Nisbet and L Rickerby.

1. Notes from the meeting held on Wednesday 8 August 2010 were reviewed along with the notes from the meeting between Paul Taylor and Sue Noddings held on 17 September 2010 detailing critical deadlines, etc.
2. Mel Jackson was introduced and her role in the Seasonal Lighting explained. Mel, who works for StUK Sound, has Health & Safety Level 5 Certification now required for events of this nature. She will be providing her H&S expertise for the event, carrying out Risk Assessments, along with the provision of the soundstage and equipment.

After discussing the various merits of using a soundstage or not it was agreed that a soundstage was needed for this event.
3. The use of barriers was then discussed and Mel advised on the type of barrier required.
4. Mel advised the meeting that the security staff used for the event would need to be SIA Registered and she provided an estimated cost for 10 qualified security staff and one supervisor. **Action:** Paul Taylor to check with Reay Security to ascertain whether their security staff are SIA Registered – **PT**.
5. Paul explained that there were benefits from Blyth, West Bedlington and Ashington all sourcing their trees from Elvedon due to the economies of transporting, erecting and removing more than one tree. Paul is talking to the other Local Councils to ensure that these savings are preserved.
6. Paul explained that Steve Bucknall at Northumberland County Council provided the barriers for the tree last year and that he would be talking to him about the arrangements for this year. **Action:** Paul Taylor to discuss tree barriers with Steve Bucknall – **PT**.

7. Paul then advised the meeting that he had been unable to achieve any reduction in the Blanchere quote and that they were not willing to provide a Competition Kit for the Schools. He had been more successful with Balfour Beattie who hold the lighting contracts for South Tyneside and Sunderland. The quote provided includes PAT testing (copies will be required by Mel for the H&S side of things) and the collection and transporting from Blanchere. The meeting agreed to use Balfour Beattie for the Blyth 2010 Seasonal Lights.
8. Insurance requirements were discussed and it was agreed that we needed to establish what was already covered. **Action:** Paul Taylor to contact Northumberland County Council – **PT.**
9. It was agreed that contingency plans needed to be developed to ensure that the event could continue in the event of wet weather. **Action:** to be discussed in greater detail at the next meeting – **All.**
10. Printing of posters and fliers was then discussed with a total of 150 and 500 respectively. Paul discussed the new quote he had secured and the timescales that would need to be worked to. Printing of raffle tickets was then discussed fully and the likely number that could be sold. Costs were also discussed. **Action:** SN and Paul Taylor to draft a letter and reply form for the schools to establish whether they would be willing to sell tickets and how many they thought would be appropriate. **SN and PT.**
11. Income generation from food concessions, sponsorship, shopping vouchers, etc was then discussed.
12. Temporary road closure for Regent Street outside the Keel Row was then discussed. **Action:** Paul Taylor to establish existing status of the road – **PT.**
13. The layout of the Market Place for the soundstage was then discussed. It was agreed that this would be discussed further at the next meeting.
14. Councillor Parker recommended that discussions for the 2011 event and Newsham lights should start in February next year.
15. External Funding opportunities to be identified and reviewed for future events.

SUE NODDINGS
TOWN CLERK
6 October 2010