



## BLYTH TOWN COUNCIL

**Minutes of the meeting of the Events Committee** held in the Council Chamber at Arms Everytne House on Tuesday 26 April, 2016

### **Present:**

Councillors: K Nisbet (Chair), A Cartie (Vice-chair), C Bruce, A Gibbs-Barton, M A Parker, R Parker, J R Potts.

### **Also Present:**

#### Officers:

J Hughes	Acting Town Clerk
A McCabe	Office Manager
S Robinson	Environmental Services Officer

#### Invited Guests:

J Houghton	Carnival Rides
C Byrne	Active Northumberland
J Fell	Active Northumberland
Karen Walker	Blyth Development Trust
P Taylor	Community Works
B Emmett	

Members of the Public: 0

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>  Councillors: L Rickerby
<b>2</b>	<b>DISCLOSURE OF INTERESTS &amp; THE GRANT OF ANY DISPENSATIONS</b>  None.

<b>3</b>	<b>MINUTES OF THE PREVIOUS MEETING HELD ON TUESDAY 29 MARCH 2016</b>  Committee agreed to ADOPT minutes.
<b>3.1</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>  None.
<b>4</b>	<b>BUDGET AND EVENTS FOR 2016/2017</b>  The Events Co-ordinator said he submitted a paper to the Committee in March 2016 with indicative costs. He added that he has discarded events which the Council have said they will not support and he will focus on:  The Summer Event The Fireworks Event The Christmas Lights switch on  Mr Taylor advised that he will provide a more detailed report, with clear costings by Friday, 6 May 2016 at the latest.  <b>Summer event</b>  Mr Taylor said that he hopes this will be a town centre event over 2 days with more community involvement, similar to the event which took place in 2011 and there will be dance groups and a school of boxing.  Councillor Parker commented that there is still no detailed written report available to help the Committee make decisions regarding this year's events. Mr Taylor stated that he was not aware that he had to provide more information.  The Chair advised that she has requested a report which itemised all costings for events and added that she expects this information to be available well in advance of any event.  <b>Fireworks Event</b>  Mr Taylor met with Dave Bilton, Health & Safety Co-ordinator. Due to development the site is more compact but can comfortably accommodate 13,000.  Further discussion will have to take place regarding accommodating fun fare rides and attractions and whether that would detract from the fireworks event.

	<p>Mr Taylor referred to the earlier discussion about sale of wristbands and potential cashless system. Mr Taylor introduced Bruce Emmet to give an overview of his business and how the event would be managed on the night and cost to the council.</p> <p>Mr Emmet summarised the service provided by his company explaining that if the public are charged £1.70 for a wristband the company would retain 70p to cover the cost of the card payment, scanning the wristbands and providing staff on the night of the event.</p> <p>Councillor Bruce queried how this would work if you did not have telephone or printer or internet access. Mr Emmet said individuals would have to ask someone to purchase on their behalf.</p> <p>Councillor J R Potts commented that this system would resolve some of the issues in terms of reconciliation of cash and security etc.</p> <p>Mr Emmet said a full breakdown would be provided with regard to ticket sales. Councillor Gibbs-Barton stated that the Council would have to consider the implications in terms of VAT and revenue.</p> <p>Mr Emmet confirmed that the system will print off free complimentary tickets. No costs are involved for these tickets.</p> <p>Councillor R Parker proposed that the Acting Town Clerk takes advice from the Internal Auditor to establish whether this would be a viable option for the Council.</p> <p>It was agreed that this will be placed on the agenda for the next Events Committee where a more detailed report will be available.</p> <p>The Acting Town Clerk will take advice from the Internal Auditor and feed back to the next Committee.</p>
<b>5</b>	<b>NORTHUMBERLAND LIVE MUSIC FESTIVAL</b>  The Chair said that Mel Jackson was unable to attend this Committee, however, she will be present at the next meeting to provide an update.

	<p>The Office Manager advised that once the Traffic Management Plan has been signed off a copy will be circulated to all Councillors.</p>
<b>6</b>	<p><b>NORTHUMBRIA IN BLOOM</b></p> <p>The Office Manager reported that the judges visited today for Spring Judging and main judging will take place in July. The same three judges will return and will visit more or less the same route. They had expressed an interest in visiting the new Beatrice Avenue allotments after looking at last year's portfolio.</p> <p>The Office Manager gave an outline of the visit and discussion took place regarding various aspects.</p> <p>The wooden planters that BTC had constructed in the Market Place are now in need of replanting. The tower planters are covered by the Partnership Agreement but these are not. The Office Manager asked the Committee to consider the need for new plants. The planters also need re-staining/varnishing and this may come under the Partnership. The Office Manager will get prices for plants from Jimmy Reith and inform the Committee of the costs.</p> <p>This will be met from the Blyth in Bloom budget (code 1046).</p> <p>Karen Walker said she made a successful bid for £7.500 for planting in the market place and would involve local schools.</p> <p>The Office Manager asked about subsequent planning. Ms Walker said she has discussed this with Mr Garnick who suggested planters that can be moved around. Ms Walker said it would support Northumbria in Bloom and seasonal planting. The Office Manager asked who would take responsibility for subsequent planting and maintenance. Ms Walker said she would apply for more funding if necessary.</p> <p>The Chair said this should be discussed at the Partnership Board meeting on Thursday 28 April 2016.</p> <p>The Chair said that the Council were unaware of Ms Walker's application for funds and plans for planting and stressed the importance of sharing information. The Chair advised Ms Walker that she should contact the Council to discuss any future plans.</p>

	<p>Councillor J R Potts stated that information had been sent out for the Planning and Development Committee about all of the projects that were planned for the market place.</p> <p>James Fell suggested Banks Mining as a possibility to apply for funding. Councillor J R Potts suggested the Friends of Ridley Park may be able to apply.</p> <p>Councillor Gibbs-Barton noted that the scouts group were supported by the council in the purchase of gardening equipment.</p>
<b>7</b>	<p><b>TALL SHIPS EVENT UPDATE</b></p> <p>James Fell and Chris Byrne attended and provided a verbal update as well as a presentation which was displayed during the meeting. He said there are 8 Class A ships coming to the event and there will also be approximately 20 Class B, C and D ships (this information will be circulated to Councillors).</p> <p>Ships will most likely arrive on the Tuesday/Wednesday leading up to the event and a decision will be made as to when to implement the traffic management plan.</p> <p>It is anticipated that the queues will begin to form from 12.00 noon onwards.</p> <p>On the Bank Holiday Monday it is expected that the ships will have left by approximately 1.00 p.m.</p> <p>There will be a tourism village on the field at Ridley Park</p> <p>There will be live music in Market Square, Dun Cow Quay and South Beach.</p> <p>There will be a Firework display on Friday, Saturday and Sunday at 9.00 p.m.</p> <p>Councillor J R Potts reiterated his concern at the lack of information available and that the Council have not been involved in the planning of the event. Councillor Bruce expressed concern that there is nothing on the website or publicity to indicate Blyth Town Council's involvement. Mr Fell will address this.</p>

	<p>Councillor J R Potts asked what is happening with the toilet block in Ridley Park. The Environmental Services Officer said that it has gone to re-tender but this work will not be carried out until after the Tall Ships event.</p> <p>Mr Fell and Mr Byrne will provide additional information with regard to parking for residents and people working in Blyth at the next meeting.</p> <p>There will be designated drinking areas.</p> <p>Shops are being encouraged to stay open as long as possible and NCC are investigating licencing issues for the Sunday and Bank Holiday Monday.</p> <p>Street dressing will start to go up at the end of May/beginning of June.</p> <p>The Chair asked if café owners in the area have been consulted. Mr Fell confirmed that discussions have taken place.</p> <p>There will be a fun fair in the Keel Row car park. Anyone interested in becoming a supplier should go to the Tall Ships website and follow the link.</p> <p>There will be a crew parade on Saturday where crews from all vessels will parade to a certain point where various awards are presented. This will most likely take place in the Market Place. More details of the route will be provided at the next Committee Meeting.</p>
<b>8</b>	<b>ITEMS FOR INFORMATION AND URGENT BUSINESS</b>  None.
<b>9</b>	<b>DATE &amp; TIME OF NEXT MEETING</b>  The next meeting of the Events Committee will be held on Tuesday, 24 May 2016 in the Council Chamber.

Subject to Ratification  
Final

## **MEMBERS OF THE EVENTS COMMITTEE**

### Councillors

C Bruce  
A Cartie (Vice-Chair)  
A Gibbs-Barton  
K Nisbet (Chair)  
M Parker  
R Parker  
J R Potts  
L Rickerby  
A Turnbull

### Officers

J Hughes, Acting Town Clerk  
S Robinson, Environmental Services Officer  
A McCabe, Office Manager

## **PART II**

### **CONFIDENTIAL**

## **BLYTH TOWN COUNCIL**

To consider resolving to exclude the public and media from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as it involves the discussion of an individual.

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### **Also Present:**

Officers:

J Hughes	Acting Town Clerk
A McCabe	Office Manager
S Robinson	Environmental Services Officer

### **Part II**

Councillor J R Potts commented that the total amount of the monthly invoices was missing from the notes. The Office Manager will confirm this amount.

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