



BLYTH TOWN COUNCIL

Minutes of BLYTH TOWN COUNCIL'S EVENTS COMMITTEE held in the Council Chamber, Arms Everytne House, Quay Road, Blyth NE24 2AS on Tuesday 23rd July 2013 at 6.30pm.

Present:

Councillors:

K Nisbet (Chair), A Cartie (Vice-Chair), C Bruce, A Gibbs-Barton, M Parker (Deputy-Mayor)

Officers:

Sue Noddings – Town Clerk (Corporate Services)
Liam Forsyth – Committee Clerk

Also Present:

Steve Bucknall – Northumberland County Council

Members of the Public: 1

018/13/1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J R Potts, Councillor L Rickerby and Cllr G Thompson.

19/13/2 DISCLOSURE OF INTERESTS AND GRANT OF DISPENSATIONS

None.

20/13/3 MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON TUESDAY 2ND JULY 2013.

The Chair, Councillor K Nisbet enquired as to progress of the DVD from the last Summer Fair and other events. The Events Co-ordinator commented that he has been informed that the DVD is still in the editing process and down to 38 hours. He had been informed that the DVD creator was seeking words from Councillor L Rickerby and Councillor K Nisbet.

It was **AGREED** that the DVD is to be chased up by the Events Co-ordinator and a deadline of the 31ST July 2013.

Councillor K Nisbet also commented that she had received correspondence from Crowe and Atkinson regarding access issues on Bowes Street. The Events Co-ordinator commented the Bowes Street he is an arterial route and thus required for deliveries. Comment was also made regarding the state of the back lane in that area and Steve Bucknall who was in attendance stated that he would seek to chase up this situation.

It was **AGREED** that the Events Co-ordinator is to contact Crowe and Atkinson to discuss the aforementioned issues. **Action: PT**

Councillor A Cartie commented that he had been informed that the toilets on the Market Place were initially closed on the Sunday and noted that contact with NEAT should be made to make sure that the Toilets are open to facilitate their use in particular during events. **Action: PT**

Councillor K Nisbet commented that the judges from Northumbria in Bloom had visited sites across Blyth on the day of this Committee and the awards are to be presented on the 17th September 2013 at the Stadium of Light.

It was also commented that the Portfolio is to be made available on the Town Council's website and Facebook Page. **Action: LF/AMcC**

Councillor K Nisbet also wished to thank NEAT, the Administration Clerk and everybody involved in making the process successful.

The Minutes of the Events Committee Meeting held on the 2nd July 2013 were **AGREED** as a true record.

21/13/4 MATTERS ARISING

4.1 Evaluation of the Summer Fair 20th and 21st July 2013

Councillor K Nisbet opened the discussions by commenting that the turnout for the event had been fantastic she had received positive feedback from various quarters as to how well ran the event had been.

Draft and subject to ratification by the Committee- Pre Chair approval.

Councillor M Parker also commented that she had run a stall at the Summer Fair and had raised £140 for Diabetes UK.

Paul Taylor, The Events Co-ordinator then provided a verbal report of the Summer Fair Event. It was noted that the event passed off safely by and large with only small number of minor incidents.

The incidents were discussed and it was noted that St John's Ambulance dealt with the injuries and the relevant Health and Safety protocol was followed in another incident which involved a child being taken home by the Police with reports of the incident.

A further incident was brought to the attention of the Events Committee and it was **AGREED** that this was to be investigated by the Events Co-ordinator.

Paul commented further that he had personally received a lot of feedback and noted that any further issues were small logistical issues and were unnoticed by those attending.

The Events Co-ordinator further commented that the comperes, Koast Radio and Matt Lee-Alliston were both very well received. Councillor Carol Bruce supported this statement.

It was also noted that publicity for the Fair was very successful with features on Sky Tyne and Wear and the News Post Leader. It was further commented that Trevor Walker had taken photos of the event and these were to be made available by the website and social media.

The Town Clerk (Corporate Services) commented on the proficiency and availability of first aiders with over the Summer Fair.

Councillor C Bruce commented that there had been a problem with the bins on the Sunday; however she noted that she had been able to source litter pickers from Ridley Park to help alleviate the situation. Councillor K Nisbet commented that it was important to acknowledge that the NEAT services are very thin on the ground. The Town Clerk (Corporate Services) informed the Committee that discussion had been started in order to hopefully improve this situation and support NEAT.

Councillor A Gibbs-Barton commented as to whether the Events Co-ordinator had received the foot fall information. Paul replied that a foot fall had been generated on the day with the support of Koast Radio and others however he had not received this information by the time of this Meeting. **Action: PT**

22/13/5 EVENT CO-ORDINATOR UPDATE

5.1 Brief update on Halloween and Fireworks Event to be held on the 3rd November 2013

The Events Co-ordinator commented that there were no formal updates. It was noted that 21ST Century Fireworks had been booked and that they have sample display videos available to watch on YouTube. The Committee was also informed that a meeting had take place with Stuart Balmer-Howieson from the Port of Blyth regarding Health and Safety, with a follow on meeting to be arranged with Dick Phillips and Caroline O'Brien. It was also noted that the SAG form is to be completed. **Action: PT**

Steve Bucknall commented that he hoped that a meeting between Paul Taylor, Sue Noddings, Peter Judd and himself would be beneficial and could be arranged. Paul Taylor expressed that he was keen for this to proceed. Councillor K Nisbet commented that it was crucial that everybody involved was kept informed and was seeking to work together. **Action: PT to arrange Meeting.**

The Town Clerk (Corporate Services) commented that the new Assets Officer has Health and Safety Training and experience conducting Risk Assessments.

Councillor C Bruce enquired as to the possibilities of closing Park Road during the event. Paul Taylor commented that it has been scheduled for closure within the application and that he is to write to all the residents concerned, in order to facilitate visitor and resident access. **Action: PT**

The provision of Officers and Stewards for the Event was also discussed.

Councillor A Gibbs-Barton commented that on the 7th September 2013 that the RNLI is holding an open day at the Harbour and that the Events Co-ordinator should seek contact in order to discuss the evaluation of the event.

Paul Taylor commented that in the plan it had been outlined that the rides would back on to the river in order to provide a barrier and address Health and Safety concerns. It was noted however that the staithes are unable to be barriered. Councillor K Nisbet commented that all the relevant documentation should be made available at the aforementioned meeting.

Steve Bucknall from Northumberland County Council enquired as to whether charging for the event had been discussed. The Town Clerk (Corporate Services) commented that it had been mooted to be discussed and that the aforementioned meeting would provide a platform to discuss such issues including potential charging including vendors fees.

The Town Clerk (Corporate Services) commented that she had spoken to East Bedlingtonshire Council and they are open to further discussions.

Draft and subject to ratification by the Committee- Pre Chair approval.

5.2 Brief update on the Christmas Festival to be held on the 24th November 2013

The Events Co-ordinator commented that work on this event is to commence immediately following on from the Summer Fair and that the previously outlined plan of weekend events with 1 singular event is to proceed. It was noted that he was keen to involve the Keel Row Shopping Centre and the Town Team in the facilitation and presentation of the events.

Councillor K Nisbet enquired as to how many weekend events were to be scheduled. Paul replied that the events were to take place over a period of 4 weekends.

23/13/6 ITEMS FOR INFORMATION AND URGENT ATTENTION

Councillor A Gibbs-Barton wished to inform the Committee that the RNLI Open Day is to take place on the 7th September 2013. The RNLI is also looking for participants for a sponsored Bungee Jump and further information can be accessed by the RNLI website.

Councillor C Bruce invited all present to the Arts in the Park Event to be held in Ridley Park on the 18th August 2013. This event will involve craft stalls and various other art workshops and events.

Councillor K Nisbet enquired as to whether the Town Council is to be making a Calendar for the approaching year. Councillor M Parker commented that the Calendar should be made and given away to local businesses. The Town Clerk (Corporate Services) commented that this had been the case previously and that the businesses took a share in the outcomes. Paul Taylor suggested that if the photograph competition ran in September that this would allow for the development of a Calendar and provide the ability to create a re-run should the demand require.

Councillor A Gibbs-Barton enquired as to whether the post card idea previous discussed had developed and was being considered for this year's photo competition. It was noted that this is to be investigated. **Action: PT/SN**

24/13/7 DATE OF THE NEXT MEETING

The next Meeting of the Events Committee is to be held on Tuesday 27th August 2013.

MEETING CLOSED AT 7.07PM

Draft and subject to ratification by the Committee- Pre Chair approval.

MEMBERS OF THE EVENTS COMMITTEE:

Councillors:

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

Officers:

| | |
|------------|---------------------------------|
| S Noddings | Town Clerk (Corporate Services) |
| A McCabe | Administration Clerk |
| L Forsyth | Committee Clerk |