

Subject to ratification by the Committee.



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 24th September 2013 at 6.30pm.

Present:

Councillors:

K Nisbet (Chair), A Cartie (Vice-Chair), C Bruce, A Gibbs-Barton, M Parker (Deputy-Mayor), J R Potts and A Turnbull.

Officers:

Liam Forsyth – Committee Clerk

Also Present:

Paul Taylor – Events Co-ordinator
Steve Bradley – Widescope (Town Team)

Members of the Public: 3

033/13/1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Rickerby and G Thompson.

Apologies were also received from the Town Clerk (Corporate Services).

034/13/2 DISCLOSURE OF INTERESTS AND GRANT OF DISPENSATIONS

None.

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035/13/3 MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON TUESDAY 10th SEPTEMBER 2013.

The Minutes of the Events Committee held on Tuesday 10th September 2013 were **AGREED** by the Committee and signed by the Chair.

036/13/4 UPDATE REGARDING HALLOWEEN WITH FIREWORKS EVENT

The Events Co-ordinator provided an update on the preparations for the Halloween Event with Fireworks to the Committee.

It was noted that in the plans previously outlined to the Committee, it was discussed that there may have been scope for a continental market. Following on from discussions with the operator it was commented that there would be no continental market for this event however there was potential to tie in with the upcoming Christmas events.

The Events Co-ordinator outlined the progress made regarding contact and charges for vendors on the site. It was confirmed that vendors are to be approached with the costs, as outlined in the previous Meeting.

It was noted that the funfair had been confirmed by the organiser, as had the stage and band however it was commented that the relevant licences were pending.

The stewarding of the event was also discussed by the Committee. It was commented that 75 stewards would be sought for the event and this would involve support from Dave Harburn, Northumberland County Council and Reay security.

The provision of barriers for the event and their placement was also discussed.

The Events Co-ordinator, Paul Taylor commented that he had engaged with potential community stall holders and found that they would be happy to pay the nominal charge as proposed.

It was further noted that the plan that was to be discussed and demonstrated to the Committee had now been submitted to the Safety Advisory Group at Northumberland County Council.

Paul Taylor also informed the Committee that he and the Assets Officer had met with the fireworks provider in order to discuss the site and arrangements on the north side of the River Blyth.

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Councillor K Nisbet enquired as to whether East Bedlington had been consulted. The Events Co-ordinator commented that the Town Clerk (Corporate Services) could confirm that contact has been made and wider conversations held.

Paul Taylor further commented that following on from the site inspection that the fireworks provider had suggested further effects and fireworks, for example water cakes on the river, at no extra cost.

Possible avenues for sponsorship were also discussed by the Committee, the Events Co-ordinator confirmed that these are to be pursued with developments to be fed back to the Committee. **Action: PT**

Councillor K Nisbet enquired as to whether contact had been made with the Rotary Club. **Action: PT**

The Committee was also informed as to how admissions concerns have and are to be addressed.

It was noted that Neighbourhood Services at NCC are to be contacted in order to support the stewarding. **Action: PT**

Steve Bucknall enquired as to further details regarding NCC providing stewarding. Paul Taylor provided information outlining that the volunteers would be paid £10 per hour for their service.

Councillor C Bruce enquired as to the progress made with the wristbands, Steven Bradley commented that he may have further contacts to support already conducted investigations. Paul Taylor provided an update to the Committee.

Councillor C Bruce enquired as to where the wristbands are to be distributed. The Events Co-ordinator, Paul Taylor replied that the plan is to use sell the tickets within the community centres and the Keel Row shopping centre.

Councillor A Gibbs-Barton enquired as to whether the RNLI had been informed and whether further engagement was to be sought. Paul Taylor confirmed that discussions and notification had been sent to the RNLI.

Councillor A Gibbs-Barton enquired as to whether there is any potential for seeking involvement from local events management students to provide support for the stewarding effort.

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The practical considerations for the event such as road closures, traffic management and potential parking issues and schemes were also discussed by the Committee.

It was outlined that depending on developments post Full Council that initial enquiries had been made with a health and safety officer to cover the event.

The draft running order of the event was proposed and discussed by the Committee.

The police arrangements and contact were also outlined by the Events co-ordinator.

An outline of the Safety Advisory Group and its procedure was provided by Paul Taylor.

Councillor C Bruce enquired as to whether early opening had been considered as a method for crowd control. Paul Taylor outlined how the crowds were to be managed commenting that the Event is scheduled to run from 4pm – 8pm in order to address such concerns.

Following on from this the lost and child policy for the event was outlined to the Committee.

Steve Bucknall enquired as to the communication devices that would be used by the stewards for the event. Paul Taylor replied that Motorola devices with ear pieces would be used with back-up mobile contact in case of failure. It was further noted that a PA system is to cover the whole event.

The finalisation of plans and arrangements with performers it was outlined is scheduled to take place across the forthcoming week.

Councillor C Bruce asked whether a date had been fixed for the distribution of posters and what the expected turn around for this was expected to be. The events co-ordinator commented that a brief is to be presented and a quote sought. It was noted that from experience there is a 48hr turn-around period.

The Committee **AGREED** that delegated authority be given to the Chair and Vice Chair for clearance.

Steve Bucknall enquired as to whom would be providing the barriers for the event as well as enquiring as to the plans for the clear up of the site following on from the event. Paul Taylor replied that Nixon Hire are to

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provide the pedestrian barriers and that he would be seeking support from Northumberland County Council's NEAT team following on from a clean up operation on the night by the stewarding support team.

Discussion then moved on to the funfair scheduled as part of the event. The safety plan was outlined and it was confirmed that all rides have insurance cover through the Showman's guild.

It was also further commented that documentation would need to be provided for all vendors involved in providing a service throughout the event. It was also confirmed that a pack including a checklist would be provided to all vendors in line with previous events. **Action: PT**

Councillor J R Potts enquired as to who decides if event is to be cancelled. Paul Taylor outlined the cancellation policy and how a cancellation notice would be issued. The contingency plans to address potential issues such as strong winds were also outlined. It was noted that the policy is that no gazebos would be erected should winds exceed 25mph.

Paul Taylor also outlined that he had been in discussion with the CEC and Steven Reay regarding providing services and space within the two buildings.

Steve Bradley enquired as to whether CEC tenants had been considered in the plans to provide permits for businesses based in the building. Paul Taylor commented that this is within the plan and has been a consideration.

Councillor M Parker enquired as to the checks, qualifications and experience of the stewarding planned. This information was provided by the Events Co-ordinator.

037/13/5 CHRISTMAS EVENTS

The Events Co-ordinator Paul Taylor provided an update, noting that contact had been made with Laidlers with the measurements in order to provide the Christmas Tree for the Town.

The Chair, Cllr K Nisbet commented she had been in discussions with the Events Co-coordinator regarding this event and noted that it had been agreed that a update/report is to be provided to the next Meeting of the Events Committee. **Action: PT**

Headway Arts provided an outline of their plan involving a lantern parade and there intention to work with local schools in its development.

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A representative of Creative People, Creative Places provided an outline of their organisation and presented their Commitment to seeking further engagement with the community and Town Council.

Potential tie ins were also discussed and it was noted that that outlined event by Headway Arts would provide a fantastic opportunity for a tie in with an event at Woodhorn organised by Creative People, Creative Places to held on the 1st December 2013.

With regards to this event, Cllr A Gibbs-Barton enquired as to what normally happens with the lanterns following on from these events. Headway Arts replied that they are normally taken home with the children or returned to the School. Following on further discussion regarding the logistics, Councillor A Gibbs Barton commented that he supported the event whilst reiterating the need to clearly engage and inform.

Cllr C Bruce enquired ask to whether Creative People, Creative Places would be providing transport for those from Blyth as it is a very difficult place to reach. The Committee was informed that this was to be looked in to.

Councillor K Nisbet commented that the Committee agreed that for work and investigations to be conducted with Paul Taylor and that this was to come back to the next meeting of the Events Committee. **Action: LF**

038/13/6 PRELIMINARY DISCUSSION REGARDING BUDGET AND SCHEDULE OF EVENTS FOR NEXT YEAR

Councillor K Nisbet provided an outline for this Agenda item, noting that this marked preliminary discussions for this Committee and setting a budget for next year.

Councillor A Gibbs-Barton commented that next year marked the centenary for the beginning of the First World War and outlined potential for a tie in with the Summer Fair.

A representative from Headway Arts represented their experiences in preparing for the Commemorations and how they would be seeking involvement including community choirs and play.

Paul Taylor commented that he would be seeking further contact with Headway and noted that he would be seeking further tie ins with the Armed Forces.

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Councillor A Gibbs-Barton noted that the plan should be to include events for every year marking landmarks. It was also commented that public consultation should be sought in order to best represent and arrange the most representative commemoration.

Steve Bucknall recommended proceeding with joint working in this area.

The Chair, Cllr K Nisbet provided an update regarding Northumbria in Bloom, also commenting that the commemorations could be tied into next years participation.

The representative from Headway Arts outlined schemes planned for Durham where poppies are provided to local residents.

Steve Bucknall commented that early engagement with Businesses regarding Northumbria in Bloom and other events should be prioritised. This was supported by the all present.

039/13/07 ANY OTHER BUSINESS AND ITEMS FOR URGENT ATTENTION

An update was requested regarding Northumbria House. Steve Bradley and the Committee Clerk provided an update. It was noted that the Assets Officer had measured the boarding and a quote had been instigated.

The progress of the Photography competition was also discussed. The Committee Clerk informed the Committee that there had been a poor return.

It was **AGREED** that the photography competition is to be extended to the 22nd October 2013.

Steve Bradley enquired as to whether the Town Council would be interested in supporting an event involving floats as previously having occurred in the Town. Paul Taylor replied that this could be part of the Summer Fair.

Clarification was sought regarding the progress of the DVD. Paul Taylor responded that the final interviews are scheduled to take place on Monday. It was **AGREED** that this was to proceed with just Cllr K Nisbet.

Alan Hoyle from Aspire2Achieve provided an update from the Paralympic Legacy event. It was noted that this event had been a great success and photographs of the event were shown to all present. It was noted that the Olympic Legacy event was to take place this weekend and that support from Councillors was sought.

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Cllr M Parker stated that there is confusion due to BVAL holding similarly titled events.

Cllr C Bruce noted that these events were very good for the community and expressed her support.

Proposed events and training were also outlined which are scheduled to take place at the Buffalo Community Centre.

The Committee **AGREED** that Alan is to return with a costed proposal to a later Committee.

Alan provided all Councillors with an invite for the weekend's Olympic Legacy event.

040/13/08 DATE OF NEXT MEETING

It was **AGREED** that the next Meeting of the Events Committee is to be held on Tuesday 22nd October 2013 at 6.30pm

MEETING CLOSED AT 8.05pm.

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