**BLYTH TOWN COUNCIL**

**EVENTS COMMITEE**

**Minutes of the Events Committee Meeting held on Tuesday 29th May 2012 at 6.30pm in the Blyth Town Council Offices, Ebor House, Blyth.**

**Councillors Present:**

J Condon (Vice Chair)

A L Gibbs-Barton

K Nisbet (Mayor)

R Parker

L Rickerby (Chair)

S Walker

F Wilson

**Councillors in Attendance:**

J R Potts

**In Attendance:** Paul Taylor, Events Co-ordinator

Steve Bucknall, Northumberland County Council

PC Phil Gibson, Northumbria Police

PC Darren Fisher, Northumbria Police

**1. APOLOGIES FOR ABSENCE**

None

**2. DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**3. MINUTES OF EVENTS COMMITTEE MEETING HELD**

**ON Tuesday 24th April 2012**

The minutes were discussed, agreed and signed a true and proper record.

**3.1** Chair asked Councillor Nisbet to give an overview of Blyth in Bloom. Councillor Nisbet stated that as per the previous minutes she had met with the judges, and agreed to be part of a committee to take the project forward, and that the committee should operate on an ad-hoc basis with no permanent members.

Councillor Parker suggested that this year could be a pilot to be used as a planning aid for the project for 2013.

***Agreed Action :* Councillor Nisbet will report back to the Events Committee regarding the judging dates. Councillors Nisbet and Rickerby to work on the development of a project committee.**

**4. Events Co-ordinator Update**

**4.1 Olympic Torch Relay**

The Events Co-ordinator gave a brief outline of the Olympic torch route and the sporting event to be held at Blyth Sports Centre on the 15th of June.

Councillor Potts reported that the costs for the event had been approved by the finance committee. The Chair asked for a more detailed breakdown of costs from BVAL.

***Agreed Action:* PT to Contact Nathan Rogerson**

The 3 year Legacy programme was discussed, and it was suggested by Councillor Condon that the name should be ‘The Blyth Town Sports Event’

It was agreed that the Civic party to attend the event at Blyth sports centre would be consist solely of the 16 Blyth Town Councillors, and that light refreshments would be provided by BVAL.

***Agreed Action (s):***

**PT to contact Nathan Rogerson to arrange the buffet.**

**PT to email all Blyth Town Councillors inviting them to the civic reception at Blyth sports centre.**

The offer by Northumberland County Council of a designated viewing space along the route for Blyth Town Councillors was declined due to time constraints travelling from the route to the sports centre.

The Events Co-ordinator reported the offer of additional staff (stewards) to assist with the schools viewing parties on the day. The chair advised the committee that as Northumberland County Council and Culture Creative are the organising body, and BTC have no direct involvement, ultimate responsibility for the relay route lies with them. Chair further advised that responsibility for the school children lies with NCC and the schools invited to view the relay from the designated sites. ***Agreed***

Steve Bucknall advised the committee that the viewing areas will be barriered, and that VMS signs will be erected to advise the public of road closure times and diversions.

Steve also made the offer to have the bus shelter at North Farm corner removed as it is in poor repair. ***Agreed***

**4.2 Town Twinning –** Councillor Nisbet gave an update on the arrangements for the visit to Solingen. Councillor Parker is to present the main civic gifts to the Mayor of Solingen. Councillor Potts to present the gift of a miners lamp to Solingen Citizen. Councillor Nisbet to present cufflinks to Wolfgang Goerke.

Councillor Nisbet went on to describe the the likely programme for the return visit in July, and that the new town twinning charter will be signed in Blyth Market Place on the 21st of July.

**4.3 Summer Fair** – the Events Co-ordinator advised the meeting that the arrangements for the Summer Fair were progressing, but as time was becoming critical, it was important to confirm bookings and have contracts in place with artists and performers etc. ***Agreed Action:* PT to proceed with purchase orders, contracts, bookings and advertising for summer fair.**

Committee were asked by the events co-ordinator that to avoid being time bound for Halloween and Christmas Festival, he be allowed to proceed with bookings and contracts for both events. ***Agreed Action:* PT to proceed with purchase orders, contracts and bookings for Halloween and Christmas Festival.**

**4.4 Halloween –** ***Agreed*** that the Events Co-ordinator proceed with arrangements for the Halloween event.

**4.5 Christmas Lighting-** The events co-ordinator advised that he had been in contact with Balfour Beatty regarding the Christmas lighting and that pending a purchase order work on the erection of Christmas garlands in Blyth Town Centre and Garlands in Newsham could commence in October. He further advised that pending a purchase order, work on the installation of the ultra blue lighting in the live tree’s in the market Place could commence in June.

The events co-ordinator explained that he had been in touch with Harry Laidler of Edelweiss Christmas trees, an made a verbal request that as with last year, Harry sources the Christmas Tree for Blyth 2012. It has been intimated by Harry that the price would be similar to 2011. ***Agreed Action:*** **PT to proceed with purchase orders.**

**4.6 Christmas Festival- *Agreed*** that the Events Co-ordinator proceed with arrangements for the Christmas Festival.

**5. ITEMS FOR INFORMATION AND URGENT MATTERS**

**5.1 £5000 funding from Morrisons –** The Events Co-ordinator updated the Committee that no further information had been received regarding the £5000 made available by Morrison’s for promotional activities. Committee asked that the Events co-ordinator contact Richard Schofield at Arch Group for an update. ***Agreed Action:* PT**

**5.2 Gateway/Community Tree and Bulb Planting –** Chair queried the proposal for the gateway project at South Beach Roundabout and whether the project could be changed to something more representative of Blyth and it’s heritage, and suggested a sculpture of a submarine. Chair stated that the young people involved in the Blyth tall Ship project may be able to get involved, and that if the Committee agreed, she would contact Clive Gray the project co-ordinator. ***Agreed Action:* LR**

Councillor Parker explained that the ‘Groin’ project had been agreed by full council and referred back to the Assets Committee. He further stated that the project was almost underway, but agreed that other gateways in to the town could accommodate alternative designs. Steve Bucknall indicated that the design cost for the ‘Groin’ project was in the region of £1500.00.

Councillor Gibbs-Barton queried what had happened to the Town Twinning signs at the gateways. Steve Bucknall agreed that Northumberland County Council would re-instate the three Town Twinning signs at no cost to Blyth Town Council. ***Agreed Action:* SB**. Councillor Potts queried the progress of the community bulb planting and whether it had taken place. ***Agreed Action:* Councillors Nisbet and Rickerby to progress.**

**5.3 Market Place seating / planting plans and costs-**

**It was *Agreed* that this item would be a standing item on the agenda.** Councillor Parker updated the Committee that planting was ongoing, and that a proposal to utilise the granite blocks as seats and planters was being progressed. Half of the larger granite blocks would have seats and planters and the smaller granite blocks would have slats fitted and be used as seats.

Councillor Parker suggested that costs be sourced for ‘wrap around’ covers for the black planters on the market place.

To which the chair suggested a competition involving schools from Blyth and Solingen to paint the planters. **Agreed action PT to contact schools to assess the interest in painting the planters.**

**5.4 Proposal regarding St Georges Day Event 20 April 2013**–

It was agreed that an event be held on the 20th of April 2013 to celebrate the Queen’s Jubilee year, and that a DVD be produced of all of the events during 2012 and this event as a celebration of the Jubilee Year in Blyth.

Councillor Condon suggested that the day involve parades in the town centre, including cadets, scouts, local school children and other community groups. Councillor Parker suggested investigating the possibility of re-introducing floats to the parade. The chair suggested that members bring ideas to the next events committee.

**6. DATE OF NEXT MEETING**

The next meeting is scheduled to take place on Tuesday 3rd of July 2012 at 6.30pm.

**Initials:**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**