

Bishop Auckland Town Council

The Four Clocks Centre, 154a Newgate Street,
Bishop Auckland, Co. Durham DL14 7EH

Tel: 01388 609852 **Email:** council@bishopauckland-tc.gov.uk

Web: www.bishopauckland-tc.gov.uk

Town Clerk: David Anderson

TO: Members of the **EVENTS COMMITTEE**
Councillor Brownson, (Chairman) and
Councillors Blackburn, (Vice-Chairman), Allen, Chappell, Cullen and (Vacancy)

22nd January 2019

Dear Councillor,

I hereby give you notice that a meeting of the **Events Committee** will be held in the Town Clerk's Office at the Four Clocks Centre, Bishop Auckland on **Tuesday, 29th January 2019 at 6.00 p.m.**

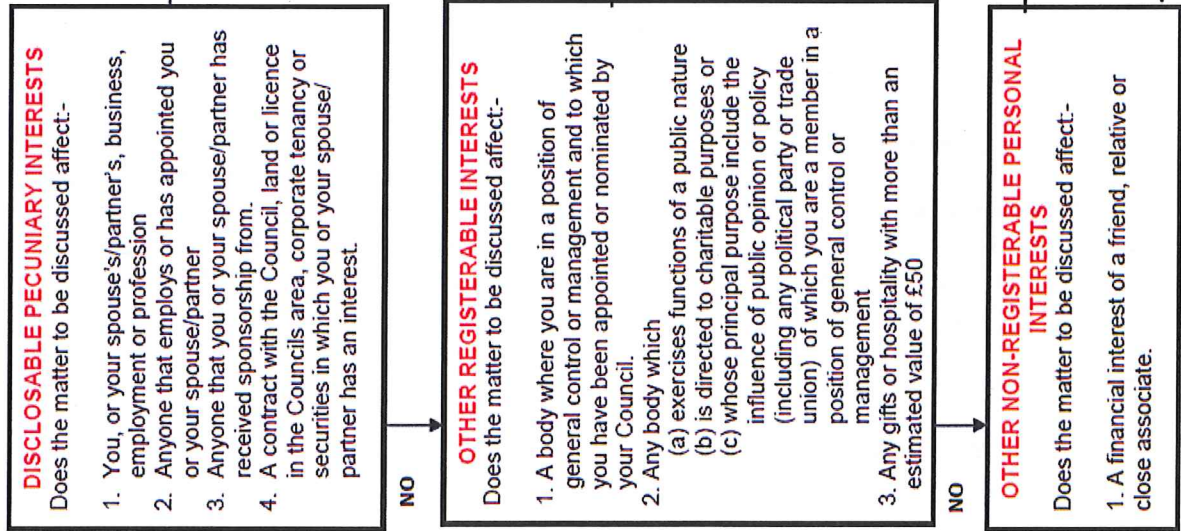
Yours sincerely

David Anderson
Town Clerk

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
To invite members to declare any personal and/or prejudicial interests they may have in any matter identified for discussion in the meeting.
3. **Public Participation**
To hear from any members of the public subject to Public Participation Policy
4. **Events programme**
To update members on progress and give further consideration of arrangements for the following events arranged for 2019: -
 1. Youth Awards
 2. Horticultural and Produce Show
 3. Remembrance Sunday
5. **Exclusion of Press and Public**
In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the press and public for the remaining item on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.
6. **Events Programme (Continued)**
 4. Christmas Event

DO I HAVE AN INTEREST?



YOU SHOULD DECLARE THAT YOU HAVE A DISCLOSABLE PECUNIARY INTEREST

You should take no part in the discussion or vote

If your Standing Orders dictate you should withdraw from the meeting by leaving the room.
Do not try to influence the decision.

This flowchart provides assistance for Councillors to help determine whether you have an interest in a matter being discussed at a Council meeting.

However it is a Councillors own responsibility to comply with the Code of Conduct and declare an interest where appropriate.

Failure to disclose or register a Disclosable Pecuniary Interest is a criminal offence under section 34 of the Localism Act 2011.

SHOULD DECLARE THAT YOU HAVE AN OTHER REGISTERABLE INTEREST

You should not vote on the matter but you may make representations or answer questions about the matter if members of the public can do so.

If your Standing Orders dictate you should withdraw from the meeting by leaving the room.

DECLARE THAT YOU HAVE A NON-REGISTERABLE PERSONAL INTEREST

You should not vote on the matter but you may make representations or answer questions about the matter if members of the public can do so. If your Standing Orders dictate you should withdraw from the meeting by leaving the room.

You can participate in the meeting and vote

BISHOP AUCKLAND TOWN COUNCIL

EVENTS COMMITTEE

29th JANUARY 2019

REPORT OF TOWN CLERK

Council, at its meeting held on 15th January 2019, agreed the following budget for events: -

Event	Budget (£)
Youth Awards	5,000
Horticultural and Produce Show	3,500
Remembrance Sunday	750
Christmas	8,000
Food Festival	10,000
Summertime Activities	2,000
Contingency	3,500
Total	35,000

1. YOUTH AWARDS

The purpose of the Youth Awards is to celebrate the achievement of young people under the age of 20 with a connection to Bishop Auckland.

There are no categories set initially, people are simply asked to nominate a young person who is worthy of a special award. The following examples are given as guidance, although nominations are not restricted to these examples.

Someone who: -

- Cares for friends or family members
- Has carried out an act of bravery
- Helped in their local community
- Has overcome their own difficulties
- Lives with an illness
- Achieved great things in sport, dance and drama or at school

All nominees are awarded a certificate. In addition, a number of young people, chosen by a panel of Councillors, will receive a Mayor's Medal and a framed certificate in recognition of their special achievement.

It is suggested that the current format, which has been in place since 2015, and proved very popular is continued.

Review of 2018 Youth Awards

Youth Awards presentation evening was held on 25th June, 6.30pm-8pm in the Town Hall. Approximately 160 guests were in attendance.

11 young people and 6 groups were awarded a certificate of achievement

4 young people and 2 groups were awarded the Mayor's Medal and framed certificate in recognition of their special achievements.

A new category of 'Team of the Year' was introduced with a prize of £500 awarded to the winning team. This generated interest from ten teams.

Youth Awards 2019

Date / Venue Durham County Council has advised that the Town Hall will be unavailable from the end of May 2019 due to renovation work. The exact period of closure is not known. (N.B. the closure of the Town Hall will have an impact on most of the Town Council's events)

Options

1. Hold the presentation evening earlier than in previous years so that it can be held in the Town Hall. A provisional booking has been made Wednesday 1st May 2019. This will ensure that the event has a familiar venue with technical support. This date will also avoid secondary schools' activities around GCSE's and prom activities.
2. Hold the presentation evening in June as in previous years at an alternative venue. Enquiries have been made with Bishop Auckland College.

Any alternative venue must have suitable technical and event support provided by the Town Hall.

Format Suggested that the same format as 2018.

- All nominees to receive a certificate of achievement
- A number of young people, chosen by a panel of Councillors, to receive a framed certificate with the Mayor's Medal in recognition of their special achievement.
- Team of the Year award £500

RECOMMENDED:

1. That the information be noted.
2. Arrangements for the Youth Awards 2019 be considered.

2. HORTICULTURAL AND PRODUCE SHOW

Review of 2018

- Held on 28th and 29th September in the Town Hall.
- 40 show classes in total advised by the 'Growers Organising Group'
- Participation and quality of children's classes was overwhelming, mainly due to the hard work of Tam Mayor, Community Worker at The Auckland Project.
- Co-ordination with Bishop Celebrates Together worked particularly well.

Arrangements for 2019

Date / Venue Bishop Celebrating Together event has been arranged for Friday 27th and Saturday 28th September. It would be beneficial for the Horticultural and Produce Show to be held on the same time, however this will need to be discussed and agreed with the growers organising group.

In addition, as the Town Hall will be unavailable, a suitable venue will have to be found in the vicinity of the Market Place. This will need to be accessible on a Friday evening through until a Saturday late afternoon. Location is key, not only for public attendance but also parking for drop off and collection.

The venue will need to have the same technical and event support provided by the Town Hall.

Access for 140 trestle tables including their set up would need consideration,

as well as site security, staff, access to refreshments and toilet facilities and the overall ambient temperature of the building. This will undoubtedly all incur additional costs compared to previous years.

Format Classes to be agreed with the Growers Organising Group'

RECOMMENDED: Arrangements for the Horticultural and Produce Show 2019 be considered.

3. REMEMBRANCE SUNDAY

Review of 2018

- Took place on 11th November 2018 marking the centenary of the end of the First World War
- Attendance: in the region of 2,000. A demonstration to the strength of feeling and respect for the occasion by the people of Bishop Auckland.
- Parade from Newgate Street into the Market Place was organised by WO Eastwood, 8 Rifles. As well as the 8 Rifles organisations such as the 2505 Air Cadets, TA Cadets, DLI Association, veterans and the general public to part in the parade.
- Rev Keddily, St Anne's Church lead the service at the cenotaph and the Church service.
- Wreath laying and event control was managed by the Town Council.

Arrangements for 2019

Remembrance Sunday will be held on 10th November 2019

This event is organised in close association with the Royal British Legion, 8 Rifles, Bishop Auckland Pipes and Drums and St Anne's Church. It is suggested that discussions be held with representatives at an early stage to co-ordinate the 2019 Remembrance Service.

In terms of event management organised by the Town Council, Durham County Council's Event Health and Safety staff have advised that given the size of the crowd in 2018, and taking into consideration the growing popularity of the service, it is advisable to have trained stewards on site to help with crowd management.

RECOMMENDED: 1. Arrangements for the Remembrance Sunday 2019 be considered.