

Bishop Auckland Town Council

Kingsway Court, 54 Kingsway, Bishop Auckland, Co. Durham DL14 7JF

Tel: 01388 207110 Email: council@bishopauckland-tc.gov.uk
Website: www.bishopauckland-tc.gov.uk
Mayor: Cllr Michael Siddle Town Clerk: Sarah Harris

06 February 2023

Members of the EVENTS COMMITTEE

Councillor L Zair, (Chairman) and Councillors Siddle (Vice-Chairman), Blackburn, Harker, S Zair and Lawson

You are hereby summoned to attend a meeting of **Bishop Auckland Town Council Event Committee** on **15**th **February 2023 at 5pm,** at the Town Council Offices, 54 Kingsway, Bishop Auckland, Co. Durham DL14 7JF.

Members of the Public and Press are welcome to attend. However, in light of coronavirus restrictions and room sizes, we request that attendance is registered with the Town Clerk prior to attending to ensure that the meeting space is large enough to accommodate everyone safely. To register attendance please call 01388 207110 or email council@bishopauckland-tc.gov.uk by noon on 14th Feb 2023.

The Chairman advises members of the Council and the public that the meeting or part of the meeting may be recorded by audio and may be by video.

AGENDA

- 1. Agree Notice of Motion to call the meeting to be held on 15th February 2023
- 2. <u>Apologies for absence To receive apologies and approve reasons for absence.</u>
- **3.** <u>Declarations of interest -</u> To record declarations of interest from members on any item on the agenda, including. any interest prejudicial or personal as recorded on the Members register of interests.
- **Public Participation** To hear from any members of the public subject to Public Participation Policy¹.
- 5. Minutes and Actions from Previous Meeting 25 January 2022
- 6. 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.
- 7. Forward Planning for specific events:
 - Coronation

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¹ The policy is available on the website at https://bishopauckland-tc.gov.uk/council/constitution-and-policies/

- **Christmas Town**
- **Heritage Action Zone**

<u>8</u>

Any gifts or hospitality with more than an

management

position of general control or

union) of which you are a member in a

(including any political party or trade influence of public opinion or policy

estimated value of £50

Yours sincerely Marris Sarah Harris

Does the matter to be discussed affect:-DISCLOSABLE PECUNIARY INTERESTS Anyone that you or your spouse/partner has employment or profession You, or your spouse's/partner's, business or your spouse/partner Anyone that employs or has appointed you YES You should take no part in the discussion or vote YOU SHOULD DECLARE THAT YOU HAVE A DISCLOSABLE PECUNIARY INTEREST

DO I HAVE AN INTEREST?

If your Standing Orders dictate you should withdraw from the

Do not try to influence the decision meeting by leaving the room.

own responsibility to comply

with the Code of Conduct

and declare an interest

However it is a Councillors

being discussed at a Counci

meeting.

assistance for Councillors to help determine whether you have an interest in a matter

This flowchart provides

A contract with the Council, land or licence

received sponsorship from.

in the Councils area, corporate tenancy or

securities in which you or your spouse/

partner has an interest

criminal offence under Pecuniary Interest is a register a Disclosable Failure to disclose or where appropriate.

section 34 of the Localism Act 2011.

Does the matter to be discussed affect:-

OTHER REGISTERABLE INTERESTS

A body where you are in a position of

general control or management and to which

YES

you have been appointed or nominated by

Any body which your Council.

(b) is directed to charitable purposes or (c) whose principal purpose include the (a) exercises functions of a public nature

If your Standing Orders dictate you should withdraw from the

meeting by leaving the room

representations or answer questions about the matter if

members of the public can do so

You should not vote on the matter but you may make

SHOULD DECLARE THAT YOU HAVE AN OTHER

REGISTERABLE INTEREST

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 the meeting by leaving the room

 A financial interest of a friend, relative or OTHER NON-REGISTERABLE PERSONAL YES O matter if members of the public can do so. If your Standing Orders dictate you should withdraw from You can participate in the meeting and vote

Clerk to the Council

Does the matter to be discussed affect:

Town Council Coronation Big Lunch Event Proposal

We propose to organise 'The Coronation Big Lunch' taking place in Bishop Auckland marketplace on Sunday 7th May to coincide with the annual Coronation Big Lunch Day. The event will run from 11am-4pm and will feature a bandstand stage in the centre of the marketplace with live performances and roaming entertainment. Picnic tables and benches will form a circular shape around the bandstand to symbolise a crown.

We will invite Bishop Auckland-based food banks and pantries to be partners on the event, using food that may be going to waste to create 1,000 packed lunches which can be pre-ordered to collect at the event. Packed lunches will be 'Pay As You Feel' so that everyone can access them. We will keep some aside for people known to community groups who may not have internet access.

We will apply to CDCF's Poverty Hurts Appeal to fund the packed lunches, benefitting food banks in the town. There will be space for food organisations, charities and community groups to have awareness stands at the event. We will invite 4 food and drink traders for people who want to buy lunch during the event and people will be able to bring their own food too. There will be a gazebo for the Town Council potentially to host a craft activity and we will liaise with No 42 to organise a younger children's offering. We will discuss with the Newgate Centre about the shopping centre being a potential wet weather contingency.

Item	No required	Unit cost	Cost
Non-established market license			135
TEN			21
Entertainment			2000
PA system			500
Stage			1000
Waste management			300
Marketing			500
Generator			1000
Security/medical			350
Management fee			2000
Lunch boxes	1000	2.5	2500
Gazebos	4	200	800
Decoration (bunting, table cloths)			500
Seating & table hire	100	15	1500
			13106
Costs derived from -			
Traders	4	60	240
Awards for All			10000
CDCF Poverty Hurts (lunches)			2000
Town Council			866
			13106



Town Council Christmas Town Proposal

1. Outline of programme

a. Tipis, ice rink, grotto experience, ice slide, carousel, snow globes, bandstand, roaming, precession, closure of entire market place so vendors can go up the parking area as well as the ice slide to draw people across that way,

2. Budget

a. Partnership buy-in - Town Council (£19,850)

Stage Hire	3000.00
Technical Hire	2000.00
Entertainment	7000.00
Snow Globe (Sat & Sun)	2000.00
Waste Management	750.00
Gazebo x 3	600.00
Generator contra	500.00
Security/medical cover	700.00
Insurance contra	1000.00
Stage management	300.00
Baccanalia & Bridge Creative	2000.00
delivery of event fee	
Total GBP	£19,850.00

HAZ officially ends in March 2023. There is a hope the festival will continue in the town. There is the possibility of £2500 seed corn funding from Heritage England. This requires 50:50 match funding. HAZ can generate some of that from income / possible fee reduction on hire costs at BATH.

It is proposed HAZ approach BATC for up to £500 cash from the community grant fund but also requested BATC help provide organisational support post-HAZ. The aim is to set up the Festival for the next 3 years (which would take us through to end of STF) as a community-led event.

There's now a Festival Committee which comprises County Durham Forum for History and Heritage, Bishop FM (media and comms partner), BATC, Tom Hutchinson (Civic Soc). Thomas from Baccanalia.

Can members please consider each proposal and comment