

Bishop Auckland Town Council
Event's Committee
23 May 2022

Minutes

Present: Councillor L Zair, (Chairman) and Councillors Siddle (Vice-Chairman), Blackburn, and S Zair
Also present: Sarah Harris Town Clerk and Vicki Booth Assistant Town Clerk.

EC01/22 Apologies for absence – Apologies were received from Cllr Eliot and Cllr Chappell.

EC01/22 Declarations of interest – no declarations were made

EC03/22 Public Participation - No members of the public were present.

EC04/22 Minutes and Actions from Previous Meeting -
Resolved: that the minutes be moved and actions noted.

EC05/22 Queens Platinum Jubilee update. A update on the Jubilee activity was provided which set out:

- Details for the event logistics and itineraries, including step by step read through of the Event Management plan, virtual walk through of the sites, risk assessment updates, detailed stage itineraries and Beacon ceremony details. Plus updates on the budgets.
- Support for other community groups – request to consider making donations to Woodhouse Close and Henknowle Community centre jubilee celebrations.
- Requests for confirmation of members attendance and member volunteering capacity over the weekend.
- Volunteer refreshments – details of a request to provide basic refreshments to volunteers over the weekend.

Resolved: That the event management plans, risk assessments, site plans and all paperwork were comprehensive and noted that all appropriate permissions were in place. That £50.00 donations would be made to Woodhouse Close and Henknowle Community centres jubilee parties.

That the Clerk would email all members to confirm the details of the events and ask for confirmation of volunteering availability.

That the Council would provide volunteer refreshments, crisps, fruit, biscuits and water.