



# **Bishop Auckland Town Council**

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

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**Interim Town Clerk: John Robinson**

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

12<sup>th</sup> August 2020

Dear Councillor,

I hereby give you notice that a meeting of the **Events Committee** will be held via Zoom on **Wednesday 19<sup>th</sup> August 2020 at 3.30 p.m.**

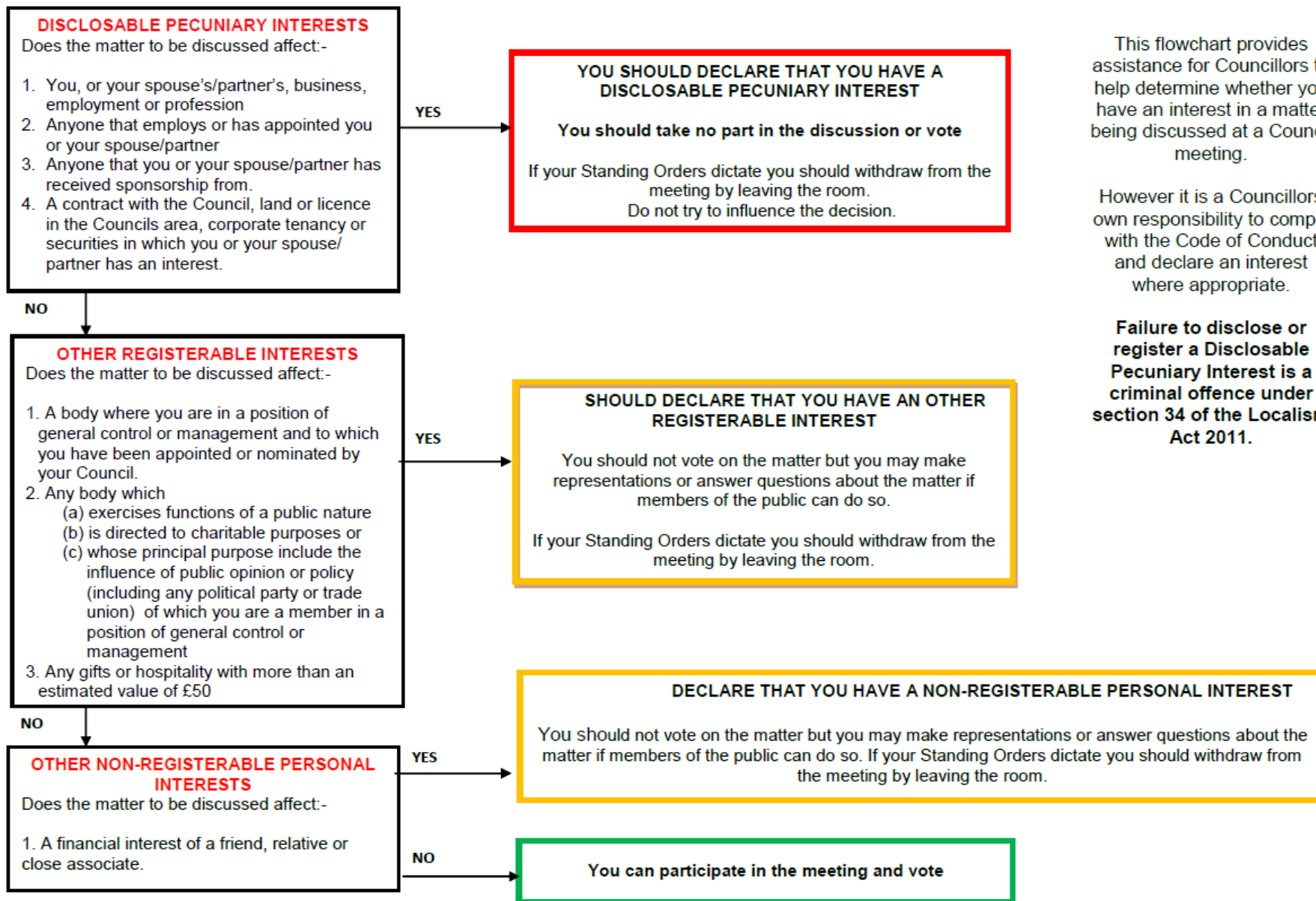
Yours sincerely

John Robinson  
**Interim 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 2020: -
  1. Youth Awards
  2. Horticultural and Produce Show
  3. Remembrance Sunday
  4. Christmas Event

## DO I HAVE AN INTEREST?



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.**

# BISHOP AUCKLAND TOWN COUNCIL

## EVENTS COMMITTEE

19<sup>TH</sup> AUGUST 2020

### REPORT OF TOWN CLERK

#### Item 4: EVENT PROGRAMME

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Budgets for 2020/2021 were considered at the Finance Committee meeting held on 14<sup>th</sup> January 2020 and then at the Council meeting held on 21<sup>st</sup> January 2020. The following budgets have been agreed: -

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
<b>Total</b>	<b>35,000</b>

#### 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 with the addition of new categories to include all ages.

#### **Amendment of 2020 Youth Awards Due to Covid-19**

Event due to take place in June 2020 but was cancelled due to Covid-19 regulations. The event will move to an online format later in the year when schools have returned in September/October.

2020 Youth Awards to become Town Awards to celebrate all members of community that have done exceptional things during the Covid-19 pandemic.

## Town Awards 2020

**Date / Venue** Event ongoing from September/October and will be solely online. Photos shared on social media (with correct permissions) with letters and/or vouchers sent to winners in the post.

**Format** Suggested that the same format as 2019 but online

- All nominees to receive a certificate of achievement
- A number of winners, 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
- Nominations open to all ages (minimum age to be considered)
- Addition of a Nic Cooper award shield to be kept at Council Chambers with each winners name engraved

**RECOMMENDED:**

1. That the information be noted.
2. That arrangements for the new formatted Town Awards 2020 be considered.

## 2. HORTICULTURAL AND PRODUCE SHOW

### Review of 2019

- Held on 28<sup>th</sup> September in former McIntyre's Store (25 Newgate Street)
- 38 show classes in total advised by the 'Growers Organising Group' total of 258 individual entries
- Participation and quality of children's classes was very high, over 120 entries were received

### Arrangements for 2020

**Date / Venue** Online event only, ongoing to cover growing seasons. Promotion started August 2020. Will engage with schools after September for autumn projects.

**Format** Asking for members of the public to engage with sending pictures, these will be shared on social media as and when we have engagement.

**RECOMMENDED:**

1. That arrangements for the virtual Horticultural and Produce Show 2020 be considered.

## 3. REMEMBRANCE SUNDAY

### Review of 2019

- Took place on 10<sup>th</sup> November 2019
- 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 WO2 MacFarlane from 8th Battalion the Rifles. As well as the 8 Rifles organisations such as the 2505 Air Cadets, TA Cadets, DLI Association, veterans and the general public took part in the parade.
- Rev Matthew Keddilty, St Anne's Church led the service at the cenotaph and the Church service along with the Rt Revd Paul Butler, Bishop of Durham
- Wreath laying and event control was managed by the Town Council.

## **Arrangements for 2020**

Remembrance Sunday will be held on Sunday 8<sup>th</sup> November 2020

This event is organised in close association with the Royal British Legion, 8 Rifles, Bishop Auckland Pipes and Drums and St Anne's Church.

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 2019, and taking into consideration the growing popularity of the service, it is advisable to have trained stewards on site to help with crowd management.

Contingency plans will be arranged should Covid-19 restrictions change including church service outside and reduction of the number of VIPs and wreath layers in attendance. Approximate cost of contingency plan in the region of £500.00

- RECOMMENDED:**
1. That arrangements for the Remembrance Sunday 2020 be considered.
  2. That consideration be given to contingency plans should Covid-19 restrictions change before Remembrance Sunday

## **4. CHRISTMAS**

**Date of Event:** Friday 27<sup>th</sup> November 2020, subject to availability of Full Moon Market.

**Event Management** - suggested that AH Events continue as event partner to provide event management including health and safety, stage, PA, safety barriers, children's rides, entertainment, transport of Santa and all other aspects of the Christmas event as per 2019 event

### **Possible Entertainment**

- **Fairground Rides** - this worked well for 2019 with rides provided for £1.50. It is suggested that they be invited to take part this year.
- **Big Purple Bus** was well attended and would like to return, unable to attend in 2019 but positive attitude to attend for future events
- **Entertainment on stage** needs to be considered. AH Events able to support and suggest acts that we have not had at the event in previous years. If looking to hold an event similar to 2019, AH Events should be considered as supplier

### **Covid-19 Amendments**

Should government restrictions change, AH Events are preparing a quote to cover changed to crowd numbers etc. This would include (but not be limited to) a number of smaller stage areas with individual acts and the crowd can be control in smaller groups and move around the market place to engage with each act. Another suggestion is a Santa Claus sleigh moving around all wards of the town engaging with families at a social distance.

- RECOMMENDED:**
1. That consideration be given to the Christmas Event 2020
  2. That consideration be given to the contingency plans for the Christmas Event 2020