



# Bishop Auckland Town Council

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

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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<sup>th</sup> 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](mailto:council@bishopauckland-tc.gov.uk) by noon on 14<sup>th</sup> 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 15<sup>th</sup> February 2023
2. **Apologies for absence** - To receive apologies and approve reasons for absence.
3. **Declarations of interest** - 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.
4. **Public Participation** - To hear from any members of the public subject to [Public Participation Policy](#)<sup>1</sup>.
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**

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

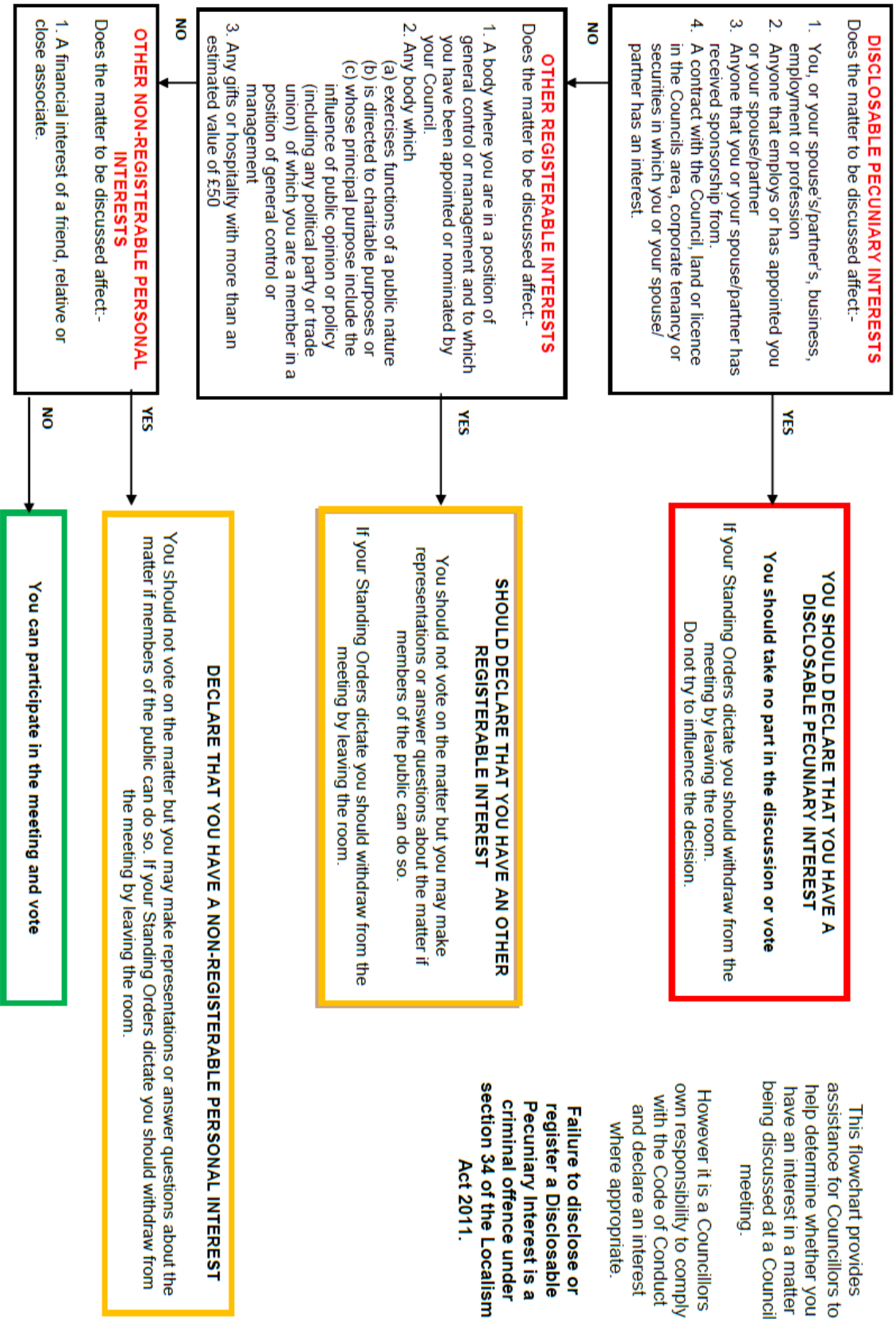
- Christmas Town
- Heritage Action Zone

Yours sincerely



**Sarah Harris**  
Clerk to the Council

## DO I HAVE AN INTEREST?



## Town Council Coronation Big Lunch Event Proposal

We propose to organise 'The Coronation Big Lunch' taking place in Bishop Auckland marketplace on Sunday 7<sup>th</sup> 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
<b>Costs derived from -</b>			
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 delivery of event fee	2000.00
<b>Total GBP</b>	<b>£19,850.00</b>

## Heritage Action Zone

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