

Minutes of a **MEETING** of the **EVENTS COMMITTEE** held at the Four Clocks Centre, Bishop Auckland on **TUESDAY 23<sup>RD</sup> FEBRUARY, 2016** at 1.45 p.m.

**Present:** Councillor Golightly (Chairman) and Councillors Anderson and Lethbridge.

**Also Present:** David Anderson, (Town Clerk) Sheila Horner (Assistant Town Clerk)

**EC.1/16 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor L. Brownson

**EC.2/16 DECLARATIONS OF INTEREST**

There were no declarations of interest

**EC.3/16 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**EVENTS PROGRAMME**

**EC.4/16 Youth Awards 2016**

Members noted that arrangements were being made for the 2016 Youth Awards

Presentation Evening: Wednesday 8<sup>th</sup> June 6-8pm, Bishop Auckland Town Hall

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

It was proposed that an additional category be included in this year's awards to recognise those who support young people, groups, teams and organisations such as coaches, volunteers etc. The chosen special award would receive a Mayors Medal and a sum of £500 would be awarded to the club/organisation that the person gives their time to.

It was also proposed that assistance be sought to help facilitate the evening to ensure a quality event. This may include lighting and sound, a compare and photographer. It was also suggested that Bishop FM, Bishops Press and the Northern Echo be requested to attend to build on the publicity and coverage given to last year's event.

- RECCOMENDED:**
1. That the information be noted and actions endorsed
  2. That the proposals contained in the report be agreed

**EC.5/16 Town Show 2016**

Members noted the inaugural 2015 Town Show together with the following :proposals for 2016

1. That the Show be held in September when produce would be at its best condition.
2. That the Show be held in the Town Hall.
3. That a Horticultural Show Group (an outside body) be established consisting of volunteers with expertise in organising such events, together with a number of Councillors (1-2).
4. The Horticultural Show Group organise and deliver the Show.
5. That the Town Council provide a venue, prize money and admin support.
6. That local schools be contacted to take part in this year's show with children's entries of paintings, poems and photography. This should be done in early July.

**Signed:** .....  
**Chair**

7. That local groups such as the WI, Scouts and Bishop Auckland College be contacted ASAP to see if they would like to take part.

### Likely Costs

Hire of the Town Hall	£390
Flyers (print & design)	£237
Prize Money*	£600
Judge	£200
Signage & Banner	£100
Bishops Press Advert	<u>£140</u>
<b>Total</b>	<b>£1,667</b>

\*based on last year's prizes, but this could increase if more categories were added.

**RECCOMENDED:** That the proposals contained in the report be agreed.

### EC.6/16 Christmas Celebrations

Members noted that arrangements were being made for the Christmas tree switch-on, to be held in Bishop Auckland Market Place on Friday 18th November 2016 at 4.30 p.m

This had been arranged in conjunction with Auckland Castle Trust to coincide with the start of their Christmas programme and DCC Street Lighting who arrange for the lights to be switched on.

The event had grown since becoming community focused with 1,200 people estimated to have attended 2015 event. A 20% increase on 2014.

The event carried an element of risk and although risk assessments were undertaken for the event, as the event grew it required more attention to be given to minimising the Town Council's exposure to risk. It was noted that while previous events had been successful and without incident, Town Council staff were not trained health & safety officers or event managers. It was therefore proposed that the delivery of the Christmas event be outsourced to either Durham County Council's Culture and Sport, Events Team, who had assisted in previous years, or a private events company.

A tentative enquiry had been made with Durham County Council to deliver the event in its entirety.

It was proposed that this year's event be themed around the nativity, which could include:-

- **A Children's Nativity Parade** from Newgate Street to the Market Place. All primary schools located within Bishop Auckland Town Council area, together with those that have taken part in previous years, to be invited to take part and dress up in nativity themed clothing. This could relate to each schools own end of term nativity event.
- **Christmas Carol/Song**
- **Bishop of Durham** to be invited to attend, perhaps to give a blessing, which would fit in with the traditional nativity theme.
- **Arrival of Santa Claus** to be the grand finale of the event
- **Christmas tree switch-on.** The annual light switch-on to still go ahead, but less emphasis to be placed on the event being centred around this.
- **Entertainment.** It was proposed that all primary schools should again be invited to take part in the entertainment. Staging with canopy, pa system with suitable microphones and lighting would be arranged. Some form of music was being

sought to accompany children as they sing Christmas Carols and possibly perform themselves. New acts to be sourced.

- **Local Shops, restaurants** be advised of the event so they had the opportunity to benefit from the increased numbers in the town.
- **Auckland Castle/Pod/Churches/Masonic Hall and others** be asked if they would consider the possibility of a joint event where they host their own individual part, but advertise as one big town event which would possibly run over the weekend.
- **The use of Projectors/Laser** be investigated

**RECOMMENDED:** That consideration be given to the proposals.

#### **EC.7/16 The Queen's 90th Birthday Celebrations**

It was noted that 2016 marked the 90<sup>th</sup> Birthday of HRH Queen Elizabeth II. There would be a mix of celebrations to honour the 90<sup>th</sup> birthday of our Queen across the country, with events such as lighting beacons, city dressing and street celebrations.

##### **Thursday 21<sup>st</sup> April 2016 - Beacons**

Her Majesty's actual birthday would be celebrated nationwide by setting alight beacons.

Information had been provided by Bruno Peek LVO OBE OPR, Pageantmaster to The Queen's 90th Birthday Beacons, via CDALC regarding the process should the Town Council wish to take part in this celebration.

Beacons had previously been located in the grounds of Auckland Castle. Enquiries were being made to identify if the Castle have plans to join in the Queen's birthday celebrations.

##### **Sunday, 12<sup>th</sup> June 2016 – Street Parties**

Street parties were to be held nationwide to celebrate, the Queen's official birthday. This would coincide, with the giant street party being held in The Mall, London.

It was proposed that established community groups be encouraged to celebrate the occasion by holding their own street parties. The Council could establish a small grants scheme, similar to the community grants scheme, to contribute towards the cost of the celebrations ranging between £50-£250 depending on the size of the celebrations and how many people were attending.

**RECOMMENDED:** That the proposals be agreed.

#### **EC.8/16 Remembrance Sunday 2016**

Bishop Auckland Town Council, in partnership with the Royal British Legion, organises a Remembrance Sunday Service and Parade.

The event will be held on Sunday 13<sup>th</sup> November 2016 at the War Memorial in the Market Place, Bishop Auckland.

Wreaths will be laid by members of various organisations, after which a Service of Remembrance will be held in St. Anne's Church, in the Market Place at around 11:15am.

**RECOMMENDED:** That the information be noted