

Bishop Auckland Town Council
Events Committee Minutes
14 April 2022

A meeting of the Events Committee was held at 54 Kingsway on Thursday 14 April 2022 at 6.00pm.

Present: Cllr L Zair (Chairman), and Councillors Eliot, Chappel, Siddle, and S Zair

Also Present: Sarah Harris (Town Clerk), Vicki Booth (Assistant. Clerk)

EC27/2021 - Notice of Meeting - Public Notice of the meeting was agreed.

EC28/2021 Apologies for absence – No apologies were received.

EC29/2021 Declarations of interest – no declarations were made.

EC30/2021 Public Participation – One of the public was present but did not participate in public participation.

EC31/2021 Queens Platinum Jubilee - The updated jubilee programme was presented to Members. Event was split over three days

- Thursday - Platinum Party – including Moon Market, Beacon Lighting, and street entertainment
- Friday - Platinum Car Show –
- Saturday – Platinum Picnic at the Palace

Details of the programming, marketing and budgets for each event were discussed. Community organisations and entertainment acts need to be approached and finalised. As some partners hadn't been successful in their funding grant bids, there is a gap in funding, as the Town Council is now the sole event funder. A gap of £10k.

Resolved: That the Town Clerk and Assistant Town Clerk would

- Look at making use of the Town Council Instagram Account and Setting up a Twitter account.
- Order the union and Jubilee flags, hand held flags, medals, trophies and commemorative coins for rewards of thanks for exhibitors etc.
- Look to work with community organisations for the entertainment programme
- Arrange for advertisements in Bishops Press
- Look at opportunities for student photographers and videographers for the weekend
- Address waste management and check if enough provision has been included.
- Approach concessions and activities for the picnic event
- Get Fairground Temp Event Notice actioned
- Source dressing Room arrangements
- Seek quotes for Bar provision at Picnic
- Look at promotional offer to give businesses
- Send info to businesses for window decorating

That the Town Clerk would identify other budgets within Town Council where gaps in funding could be resourced. Then feedback to Town Council Meeting for approval.

EC32/2021 Bishop Auckland Food Festival - Town Council are having a stall as part of the sponsorship of the event.

Signed:
Chair

Resolved: that a Promotional Table cloth, and Town Council Jackets and Tee-shirts for staff to wear to represent the corporate brand.

That the stand can share information about the heritage organisations to help to support them.

That Members be asked to come and support the stand

EC33/2021 Other Town Council Events 2022 – The date for Horticulture show has been sent for 24th September and information on the dates is being sent out with all Allotment tenancies. No 42 has again been booked.

Suitable arrangements for re-launch of the Youth Awards will be presented to the Members

Christmas – Christmas Light discussions are taking place more information will follow.

Resolved: That the arrangements be noted.