

# LYDNEY TOWN COUNCIL

TOWN & EVENTS COMMITTEE MEETING – 2015/09/21 – 01

**MINUTES OF THE INAUGURAL MEETING OF THE TOWN & EVENTS COMMITTEE MEETING** held in the Council Chamber, Claremont House, Lydney on Monday 21 September 2015 at 6.00 pm.

**PRESENT:** Cllrs J Openshaw (Chairman), D Beddis, B Berryman, R Christodoulides, C Harris, H Ives, C Legg and D Pugh (late arrival)  
District Cllr J Simpson (Co-opted Member of Committee)

One member of the public  
Mrs J Smailes – Chief Executive Officer (CEO)  
Miss C Wheeler – Executive Officer (EO)

Cllr Openshaw informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **CO-OPTION**

It was **proposed by Cllr Openshaw**, that Cllr Beddis would be co-opted onto the Committee. Unanimous.

It was **proposed by Cllr Openshaw**, that District Cllr J Simpson would be co-opted onto the Committee as a member of the public (no voting right). Unanimous.

2. **APOLOGIES**

No apologies for absence were received.

3. **DECLARATIONS OF INTEREST**

None.

4. **MINUTES OF PREVIOUS MEETING**

Not applicable.

5. **OPEN FORUM**

No requests to speak were received.

6. **TOWN & EVENTS COMMITTEE REMIT/BUDGET**

Members noted that the remit of the Town & Events Committee was approved at the Full Council meeting on 14 September 2015 and now formed part of the Town Council's Remit of Committee document.

7. **FINANCIAL**

Members were provided with a copy of the Committee's budget for 2015/2016, the details of which were noted.

Members were then provided with a copy of the draft Committee budget for 2016/2017 which included £5,000 as an event contribution (as approved by Full Council on 14 September 2015). After taking an opportunity to consider the draft Committee budget it was **proposed by Cllr Harris, seconded by Cllr Berryman**, that the Committee's

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budget for 2016/2017 would be set at £12,880. Unanimous.

Attention was drawn to the fact that the Bathurst Park and Recreation Trust had already pledged £5,000 towards an event for the Town in 2016 which would be held in Bathurst Park. It was noted that any expenditure incurred by Committee in respect of the event would need to be covered by the Trust's pledge until such time as the Committee received its 2016/2017 budget.

### 8. CHRISTMAS LIGHTS SWITCH ON - 2015

Members were provided with an overview which had been produced by Town Council staff detailing the arrangements which had been made to date and seeking clarification regarding arrangements which had been made by the Working Party. The following items were discussed:-

#### Christmas Features

Members were informed that a quotation had been obtained to undertake a survey of the timing clocks on lampposts which operated Christmas features at a cost of £1,188.00. Due to the cost of the survey it was **proposed by Cllr Harris, seconded by Cllr Beddis**, that the Council would purely replace the timing clocks on the lampposts where it was known that the Christmas features were not working in the 2014 display, up to the value of £500. Unanimous.

Members noted that the Council remained in a contract with LITE until 2017, and whilst the contractor had advised that they had originally underquoted, they had agreed to honour the contractual price for the term of the contract. Members were advised that prior to the end of the existing contract the Council would be required to appoint an alternative contractor/negotiate favourable terms with the existing contractor in respect of future displays.

#### Town Christmas Tree

After a short discussion it was **proposed by Cllr Harris** that the Town's Christmas Tree would be erected in its usual position outside the Co-operative store and that LITE would be informed accordingly. Unanimous.

#### Stage and PA System

Cllr Berryman confirmed that he had managed to secure the use of the car wash site on the day of the switch on but had yet to confirm timings. It was felt that the site would need to be clear from 11.00 am in order that Danters Fair had sufficient time to position their units. Cllr Berryman also committed to speak to Mr Edwards who operated a Saturday Market in the car park at the rear of the premises in order that the area could be fully utilised.

During discussion it was noted that no charge would be levied on Danters in respect of their attendance at this event as the ground was not under the control of the Town Council. However, concern was expressed regarding the poor lighting in the area; Councillors felt that the area would be illuminated by the fairground rides. Cllr Openshaw felt that a review of the event should be conducted in January 2016 which would include how the event could be improved for 2016, however, he expressed concern that the layout for the event had yet to be determined. It was **proposed by Cllr Openshaw** that Delegated Powers would be bestowed on the CEO to organise the layout for the event; the provision of a suitable

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Generator; the attendance of the Mayor's Cadet. Unanimous.

**Action by – the CEO**

Cllr Berryman agreed to compere the event and it was **proposed by Cllr Harris, seconded by Cllr Christodoulides**, that Delegated Powers would be bestowed on the CEO in respect of the hire of a trailer stage. Unanimous.

**Action by – the CEO**

## Performances

Cllr Harris advised that the Working Party were unable to confirm if local schools had been approached to perform at the event, as the two members of the public who were responsible for contacting the schools had not attended any of the Working Party meetings.

Furthermore, it was unknown if Lydney Training Band had been requested to attend. It was agreed that the Town Council's Officers would contact local schools to ascertain their availability.

**Action by – the CEO**

Cllr Harris advised of the need to separate any choirs from that of the Training Band. It was noted that Cllr Rudge and his family had agreed to provide and erect gazebos for use at the event and that Cllr Biddle had agreed to provide seats for the performers. During discussion it was not felt possible to provide Carol Sheets at this late stage and Cllr Harris confirmed that Mr Hobman had agreed to act as Santa at the event.

Cllr Pugh arrived at this point.

## Santa's Grotto

Cllr Harris requested that Cllr Berryman ascertain if it would be possible to use one of the offices at the Car Wash as Santa's Grotto. Cllr Pugh kindly offered to act as chaperone at the Grotto and gave a commitment to inform the CEO if his DBS was current. Cllr Harris kindly offered to decorate the Grotto and volunteered the assistance of Cllr Vaughan. Cllr Beddis suggested that an approach could be made to Crazy Occasions to ascertain if they would be willing to donate some decorations.

**Action by – Cllrs Harris and Vaughan**

During discussion it was felt that as per the 2014 event, Cllr Rudge would be asked to approach local supermarkets to ascertain if they would be willing to offer a quantity of fruit which could be offered as a free gift to those children wishing to visit Santa.

**Action by – Cllr Rudge**

## Advertisement

**Cllr Openshaw proposed** Delegated Powers to the CEO to arrange for a poster advertising the event to be publicised in the local press, together with a feature for the event.

Unanimous.

**Action by – the CEO**

## Car Parking

The Executive Officer was requested to contact Forest of Dean District Council to ascertain if it would be possible to offer free car parking in District Council owned car parks during the afternoon of 28 November 2015 in order to support the event.

**Action by – the Executive Officer**

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## Christmas Windows Competition

Cllr Berryman gave a commitment to formulate a theme for the 2015 competition and inform the Executive Officer accordingly.

**Action by – Cllr Berryman**

## Councillor Attendance

Cllrs Harris, Ives, Berryman, Pugh, Openshaw and Pearman confirmed their attendance at the event. Cllr Harris also felt that Cllrs Vaughan and Rudge would also attend and it was agreed that the matter would be an agenda item for the next meeting.

**Action by – the CEO**

## Appointment of Councillor in Charge of the Event

As Chairman of the Committee, Cllr Openshaw was appointed as the Councillor in overall charge of the event.

It was noted that there would be no Officer attendance at this event as in previous years the Council had resolved not to cover employee payment in respect of said event. Noted.

## First Aid Provision

Members were asked to consider if they wished to provide first aid provision at the event as Councillors believed up to 250 members of the public would attend.

*At 7.25 pm it was proposed by Cllr Openshaw that the meeting would be extended in order to address the outstanding items of business. Unanimous.*

It was proposed by Cllr Openshaw that Delegated Powers would be granted to the CEO to arrange first aid provision for the event. Cllr Beddis offered to assist the CEO with ensuring that suitable provision was arranged. Unanimous.

**Action by – the CEO**

## 9. SUMMER 2016 EVENT OVERVIEW

Cllr Openshaw provided Members with an event overview sheet which detailed a number of thoughts by Councillors for an event in Bathurst Park in 2016. The potential benefits of such an event were outlined by Cllr Openshaw and he acknowledged that whilst it may take time for the event to become successful, he felt that the Council needed to take a long term view.

During discussion the need to provide a socially inclusive event which appealed to a broad age range was acknowledged and it was noted that the Royal Signals Motorcycle Display Team – The White Helmets would remain on site all day with a static display and provide a 45 minute arena display. However, in order to secure a performance by the Royal Signals Motorcycle Display Team – The White Helmets it would be necessary for the event to take place on Saturday 13 August 2016.

Cllr Beddis advised that the Army may also be willing to provide an assault course/organise paintballing, with the only charge being levied being that of a donation. Consideration was also given to providing a bar facility.

Cllr Christodoulides advised that it may be possible to secure the services of a professional Bollywood Dance Troupe who, as well as providing a 15 minute display, would provide an

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interactive session with young people.

District Cllr Simpson expressed concern over the timing of the event due to the poor weather which had been experienced during August in recent years. However, it was felt that if the intention of the event was to attract tourism to the Town it would be advantageous to hold the event during August; discussion had already taken place with the organisers of the Coleford Music Festival to ensure that the events did not coincide.

Consideration then turned towards funding for the event and Members recalled that the Bathurst Park and Recreation Trust had already allocated £5,000 towards the cost of organising such an event (the Trust would consider at its meeting on 28 September 2015 if it consented to transferring said funding to the Town and Events Committee). Accordingly, all expenditure incurred until 1 April 2016 would need to be covered by this sum until the Committee received its 2016/2017 budget on 1 April 2016, however, if the Event Committee budget for 2016/2017 was approved by Full Council then it was noted that £5,000 could be used from General Reserves and then replaced once Precept received. The need for VAT to be included in any costings was stressed to Members. Whilst a provisional booking had already been made with the Royal Signals Motorcycle Display Team – The White Helmets in respect of their attendance, it was stressed that their attendance would only be confirmed via payment of a deposit. It was therefore felt that consideration needed to be given towards providing a “back up act” and District Cllr Simpson agreed to provide Cllr Openshaw with contact details of BMX/Motorcross performers.

**Action by – District Cllr Simpson**

It was noted that the Committee would need to consider a number of issues if they wished to proceed with such an event (e.g. Temporary Event Notice, insurance provision, risk assessment, attendance by Groundstaff, toilets, fencing, PA system, stage, etc) which would have implications on the budget for the event.

Cllr Beddis excused himself from the meeting at this point.

Cllr Openshaw proposed that he would investigate possible funding streams and advocated that the Committee should concentrate initially on organising an event within a £9,000 funding limit (£5,000 equally allocated by Lydney Town Council/Bathurst Park and Recreation Trust). The possibility of charging an admission fee was mooted by Cllr Openshaw together with the need to tailor the event in line with budgetary constraints.

**Action by – Cllr Openshaw**

After a short further discussion it was **proposed by Cllr Pugh, seconded by Cllr Harris**, that the CEO would be instructed to raise a purchase order to secure the performance by the Royal Signals Motorcycle Display Team – The White Helmets at a cost of £2,773.20 (deposit of £693.30 payable immediately), based on the fact that the Bathurst Park and Recreation Trust would transfer £5,000 to the Committee in respect of the event. Vote carried.

**Action by – the CEO**

It was **proposed by Cllr Openshaw** that a Working Party would be formed to discuss the details for the event; the recommendations of the Working Party would then be fed back to the Committee for approval. Members were reminded that no expenditure could

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be incurred by the Working Party without formal minuted approval by the Committee.  
Vote carried.

10. **TWINNING/PROMOTION/MARKETS**

Due to insufficient time it was agreed that consideration of this matter would be deferred until the next meeting.

11. **MEETING DATES**

Members noted that the next meeting would take place on 16 November 2015 at 6.00 pm (ad hock Working Party meetings would be arranged as necessary by the Committee Chairman, however there would be no Officer attendance).

The meeting closed at 7.49 pm.

Chairman .....  .....

Date ..... 16/11/15 .....