

LYDNEY TOWN COUNCIL

TOWN & EVENTS COMMITTEE MEETING – 2015/11/16 – 07

MINUTES OF THE TOWN & EVENTS COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Monday 16 November 2015 at 6.00 pm.

PRESENT: Cllrs D Beddis (Chairman), R Christodoulides, C Harris, H Ives, C Legg and D Pugh, C Vaughan

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

It was **proposed by Cllr Legg, seconded by Cllr Christodoulides**, that Cllr Beddis would assume the role of Chairman for the duration of the meeting. Unanimous.

Cllr Beddis 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. **APPOINTMENT OF CHAIRMAN**

Cllr Beddis reminded Members that the Mayor had requested that consideration be given to amalgamating the role of the Town and Events Committee into the Amenities Committee at the December Full Council meeting. Accordingly, agenda items 1 & 2 would be deferred to Full Council. Noted.

Members were advised to register their interest in serving on the Amenities Committee at the December Full Council meeting.

2. **APPOINTMENT OF VICE CHAIRMAN**

Deferred to Full Council.

3. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Berryman and Rudge.

4. **DECLARATIONS OF INTEREST**

None.

5. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town and Events meeting held on 21 September 2015 was **proposed by Cllr Legg, seconded by Cllr Pugh**. Vote carried.

6. **OPEN FORUM**

No requests to speak were received.

7. **CHRISTMAS LIGHTS SWITCH ON - 2015**

Members were reminded that at the November Full Council meeting Cllr Berryman had agreed to act as Lead Councillor for the event, following Cllr Openshaw's resignation. Members noted that Cllr Harris would assist Cllr Berryman at the event and both Members were provided with an overview folder providing pertinent information for the event (e.g. risk assessment, site plan, insurance, contact numbers, etc).



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Cllr Harris advised that Cllr Rudge had secured a Christmas tree and decorations for use in Santa's Grotto and during discussion Cllr Harris requested that Cllr Berryman approach the Manager of the site to ascertain if it would be possible to decorate Santa's Grotto the day prior to the Switch On.

Action by – Cllr Berryman

It was **proposed by Cllr Pugh, seconded by Cllr Harris**, that two members of Ground staff would be requested to attend the event in order to erect floodlighting/generator. Unanimous.

Cllr Harris was requested to obtain from Cllr Rudge the names of the volunteers from Tesco who had kindly offered to assist at the event.

Action by – Cllr Harris

8. FINANCIAL

Prior to the meeting Members were provided with a copy of the financial spread sheet which had been produced for the Summer 2016 event and would be used for keeping account of all event expenditure/income. It was noted that the format would be applied to any event organised by the Council.

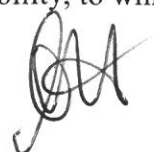
Members were informed by the CEO that only expenditure which was minuted at Committee meetings would be included in the spread sheet; any expenditure agreed at Working Party meetings would not be taken into consideration as it had not gained the formal consent of the Council. Attention was drawn to the provisional expenditure which had been quoted (e.g. toilets, fencing, PA system, etc) which currently stood at £4,300.00. During discussion it was noted that the event may not cover its costs until it became more established and Members were reminded of Mr Openshaw's opinion that grant funding would need to be obtained in order to support the event. Cllr Christodoulides advised that a developer had previously given a verbal commitment to provide a contribution towards the costs of the event.

Members were then informed of the verbal advice which had been provided by the Council's Internal Auditor that VAT would be payable on any income generated received from the event. During discussion consideration was given to the event being organised by the Bathurst Park and Recreation Trust (and funding transferred accordingly) with any income then being used to further the Trust's work. However, it was **proposed by Cllr Harris, seconded by Cllr Pugh**, that the event would remain under the responsibility and control of Lydney Town Council; that the advice from the Internal Auditor was noted as was the format of the financial spread sheet. Vote carried.

9. SUMMER 2016 EVENT OVERVIEW

Members noted that the Royal Signals Motorcycle Display Team – The White Helmets had advised that they would be unable to provide a display team due to the restrictive access to the Park. Accordingly, the Royal Signals Motorcycle Display Team – The White Helmets had agreed to refund the Council's deposit.

Members were asked if they wished to further arrangements for the proposed Summer 2016 event and appoint a replacement headline act. During discussion it was noted that an approach had been made to the Ken Fox Wall of Death to ascertain availability, to which a



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response was awaited. It was noted that the next Committee meeting would not take place until February 2016 and the need to secure contractor services (e.g. portable toilets) and a headline act was stressed to Members should they wish to proceed with the event. Responding to a question which had been raised by Cllr Vaughan, the CEO advised that Mr Openshaw had previously held discussions with members of the public who had expressed an interest in organising musical acts and bar provision at the event, but no formal arrangement had been agreed.

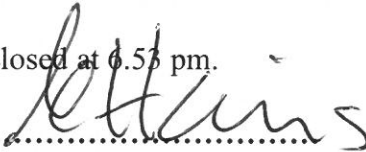
Cllr Beddis stressed the need for professional advice to be taken should the Council resolve to enter into any service contracts for such an event. Concern was also expressed by a number of Members that insufficient time remained in order to organise an event for 2016. After a further short discussion it was **proposed by Cllr Legg, seconded by Cllr Harris**, that the matter would be deferred to Full Council to determine if it wished to proceed with a summer event in 2016. Unanimous.

10. **MEETING DATES**

Members noted that the next meeting would take place on 22 February 2016 at 6.00 pm, unless the decision was taken by Full Council to amalgamate the Committee with the Amenities Committee.

The meeting closed at 6.53 pm.

Chairman



Date

