STAMFORD TOWN COUNCIL

MINUTES OF THE EVENTS MEETING HELD ON MONDAY, 06 AUGUST 2018 AT 6.00PM IN THE TOWN HALL, STAMFORD

PRESENT Councillor Maxine Couch (Chairman)
Councillor Andrew Croft (Vice Chair)
Councillor Breda Griffin
Councillor Brenda Sumner
Councillor Gloria Johnson
Councillor David Dorson

ALSO PRESENT The Town Clerk

PUBLIC PARTICIPATION – None

198. APOLOGIES FOR ABSENCE (Agenda Point 1)

None.

199. DECLARATIONS OF INTEREST (Agenda Point 2)

Councillor David Dorson declared a Personal Interest in respect of any discussions relating to the Stamford Festival as his wife is a member of the Festival Committee.

200. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on Monday, 02 July 2018, were confirmed and would be signed as a true record of the meeting.

201. ACTION POINTS (Agenda Point 4)

a. *Re-useable banner for events held at the Bandstand* – Councillor Couch reported that a re-usable banner was available at £55.00 plus VAT and suggested that the Committee purchase two banners for use on the Recreation Ground, Meadows or Town Hall. **Action: TC/AO**

PROPOSAL 1 - It was proposed by Councillor Dorson, seconded by Councillor Croft and unanimously RESOLVED that two re-usable banners were purchased at a price of £55.00 each plus VAT for use on the Recreation Ground, Meadows or Town Hall. **Action**: Cllr Couch

All other action points were within the agenda.

202. STAMFORD CHRISTMAS FESTIVAL – Sunday 25 November 2018 (Agenda Point 5)

a. Banners / Draft Stamford Christmas Festival poster (SCF251118) – The Chairman summarised the three styles of posters and the final choice which was made at the last meeting. Following discussion, it was the consensus that the following quantities of posters should be requested: A5 x 1,400; A4 x 100 A3 x12. The banners will require revising with the new dates. It was noted that the 8 banners will require updating at a cost of approx. £200.

It was agreed that the locations for installing the banners would be as follows:

i. *Railings on Sydney Farm Lane (A1 slip road)*
ii. *Railings of Sydney Farm Lane (Gt. Casterton Road)*
iii. *Railings on Kettering Road (SES Primary School)*
iv. *Footway East Street (SES Boys School)*
v. *Town Hall railings*
vi. *Railings on Ryhall Road by McDonalds*
vii. *Railings on Meadows/Cattle Market*
viii. *Railings of Recreation Ground*

The consensus was that social media is the most effective method of advertising and that editorials could be run in the Mercury and Stamford Living, subject to the costs being agreed. **Action**: Cllr Couch / Town Clerk

b. *Selection of RLS Christmas Tree* – The Christmas Tree selection is scheduled on Monday 12 November. The selection party would be Councillors Maxine Couch and Andy Croft. The identified tree would be selected, cut and delivered for installation. It was noted that no response has been received from RAF Wittering in respect of installation assistance. **Action**: Town Clerk

c. *Entertainment* – It was noted that the following had confirmed they would be attending the event and Purchase Orders had been issued:

- Morris Dancers £150.00 + VAT
- Paul Temple Entertainment £360.00+ VAT
- Stamford Marquis £460.00+ VAT
- Graham Starkie Sound Systems £270.00+ VAT
- St. Johns Ambulance £364.95+ VAT
- TMS Traffic Management £1000.00+ VAT
- H & S Advisor £153.00+ VAT

The following confirmations remain outstanding: - pricing for the barriers and stalls from SKDC, attendance on the day of the event by Radio Rutland, and availability of Santa's sleigh. There was also discussion as to whether to offer children's face painting in Red Lion Square. The Town Clerk provided details of a face painter. The consensus was that offering children's face painting along-side the puppet show would be an added attraction. However, the trader should be offered a reduced-price stall, enabling her to set her own levy for the face painting during the event.

PROPOSAL 2 – It was proposed by Councillor Mrs Johnson, seconded by Councillor Miss Griffin and unanimously **RESOLVED** that no contractual engagement is made but the trader is offered a reduced stall rate of £60.00 for the day to enable the trader to set their own levy for face painting during the event. **Action**: Town Clerk

d. *Festive Lights* – The Chairman informed the Committee that a meeting is scheduled for tomorrow 7th August, to confirm the final installation details of the festive lighting this year with the contractor. Feedback on that meeting will be provided at the next Committee meeting. **Action**: Cllr Couch / Town Clerk

e. *Event Plan* – It was noted that this document is being updated by the H & S Advisor in line with the debriefing meeting held on the 4th December 2017 and the guidance received from the Safety Advisory Group. The revised version will be circulated and forwarded to the Safety Advisory Group for any additional comments. **Action**: Town Clerk

f. *Volunteer Roster* – The Town Clerk presented the draft roster for covering the event. It was noted that there were 21 volunteers last year who offered their services. It was agreed to contact those individuals again and identify any new candidates who may be interested in joining the team. It was the consensus that the provision of a £5.00 lunch allowance to each volunteer who stayed all day had worked well. **Action**: Town Clerk

203. FRENCH MARKET – SUNDAY 14 OCTOBER 2018 (Agenda Point 6)

The Town Clerk confirmed that the Risk Assessment and Public Liability document had been received from the agent arranging the French Market. The Event Plan, which is required by the Safety Advisory Group, will be circulated shortly. **Action:** Town Clerk

204. TO CONSIDER A CONCERT EVENT ON THE BANDSTAND (Agenda Point 7)

Councillor Gloria Johnson suggested a Halloween theme event possibly on Sunday 28 October between 1pm and 4pm. Following discussion Councillor Johnson offered to contact New College Stamford to ascertain whether their drama group might assist. Councillor Croft would contact Martin Tempest and Friends of Stamford and Rutland Theatre for in-put. Stalls selling hot dogs, toffee apples, candyfloss and hot drinks should be contacted. The Shack should be invited to open. A pumpkin competition and best fancy dress competition could be held. The winner of the pumpkin competition would switch-on the Christmas lights and the winner of the fancy dress competition given a £10 voucher. It was considered that the name of the event could be 'Stamford Spooktacular'. Deputy Mayor Councillor Miss Griffin was very supportive of the event and the Chairman Councillor Couch agreed to discuss this with the Amenities Committee. **Action:** Cllr Couch / Croft / Johnson / Town Clerk

205. TO RECEIVE THE REPORT FROM THE STAMFORD FESTIVAL COMMITTEE (Agenda Point 8)

Councillor Couch circulated the report which had been received from the Stamford Festival Committee on the recent 2018 event. This was noted.

206. TO REVIEW 2018/19 BUDGET (Agenda Point 9)

The budget was reviewed in detail. All elements of costs for the Stamford Christmas Festival were examined. It was recognised for the event to be cost neutral, 90 traders need to sign-up. At present 17 pitches and 9 stalls had been confirmed. It was noted that this year no refunds would be permitted in the event of the Christmas Festival being cancelled due to the weather.

New bunting will need to be obtained for Red Lion Square next year as the current stock is weather worn. Councillor Dorson advised that the Danish Invader had extensive bunting which it obtained for the World Cup and may be able to offer it to the Town Council. He offered to investigate this and report back. The Town Clerk would contact Sukies, or a similar trading outlet, for the cost of new red white and blue bunting.

207. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point 10) None raised

208. DATE OF NEXT MEETING: (Agenda Point 11) – Monday, 03 September 2018 at 6pm

Chairman
(The meeting closed at 7.15pm)