

**STAMFORD TOWN COUNCIL
MINUTES OF THE EVENTS MEETING
HELD ON MONDAY, 03 JUNE 2019 AT 6.00PM
IN THE TOWN HALL, STAMFORD**

PRESENT Councillor Miss Breda Griffin (Town Mayor)
Councillor David Dorson (Deputy Chairman)
Councillor Amanda Wheeler
Councillor Angela Carter-Begbie
Councillor Shaun Ford

ALSO PRESENT Mrs Patricia Stuart-Mogg - Town Clerk

29. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillor Maxine Couch and Councillor Simon Fenn submitted their apologies, and these were noted.

30. DECLARATIONS OF INTEREST (Agenda Point 2)

None made.

31. MINUTES (Agenda Point 3)

The Town Clerk confirmed the process of the approval of the minutes and that draft notes of the meeting would be issued within three days of each meeting.

32. PROGRAMMED EVENTS

It was noted that the following events had been scheduled during the coming year:

- i. Sunday 14 July 2019 Music on the Bandstand* – It was noted that this was one of the new events which the previous committee had decided could be a regular community event. Following discussion Councillor Dorson informed the Committee that the Chairman Councillor Couch had provisionally booked the Steve Walker band for the event at a cost of £280.00. Following discussion, it was recognised that this group would bring its own fans. It was also thought that it may be good if there was involvement of the New College youth bands to provide them some exposure. The exact timing of the event would need to be reconfirmed, however it was thought that initially the event would operate between 2 and 4pm. Discussion ensued in respect of the refreshments available during the event. Councillor Dorson stated that Stamford Town Council would need to apply for a Temporary Events Notice at a cost of £21.00 to provide alcohol. It was considered that advertising would need to be produced for the event. The Town Clerk confirmed that the banners for such an event had already been purchased it was just the date and time that needed to be inserted. Further advertising such as posters and publicity using social media should be encouraged. It was recognised that these events are free to the public and so there was a small budget required to support such events. It was appreciated that donations and sponsorship would be needed to provide a source of revenue, together with the funds obtained through the income generated by the Red Lions Square traders.

Proposal 1 – It was proposed by Councillor Griffin, seconded by Councillor Ford and unanimously **RESOLVED** that the Steve Walker band is booked at a fee of £280. **Action:** Cllr Couch.

Proposal 2 – It was proposed by Councillor Wheeler, seconded by Councillor Ford and unanimously **RESOLVED** that if necessary a Temporary Event Notice is submitted for the event at £21.00. **Action:** Town Clerk

Councillor Ford offered to put forward some suggestions towards the design of the poster. It was also suggested that the Steve Walker Band may have a poster which could be revamped for the event. **Action:** Cllr Ford

- ii. *Sunday 27 October 2019 Stamford Spooktacular* – Councillor Dorson informed the Committee that this had been a very successful event last year and it was hoped to build on the format. It was noted that Councillor Couch is consulting with the Chairman of Friends of Stamford and Rutland who assisted in organising the event last year as to its arrangements this year. Councillor Ford offered to draft a design for the poster for the event. **Action:** Cllr Couch/ Ford
- iii. *Sunday 24 November 2019 Stamford Christmas Festival* – It was noted this is an annual event which is on the agenda for discussion.
- iv. *Festival of Carols on the Band Stand December date* – Councillor Dorson stated that this is another new event with a date yet to be agreed. Following discussion, there was consensus that this would be a popular event but would need to be carefully scheduled to avoid clashes with church events. It was suggested that possibly having the event on either the 7th or 8th of December could be examined with the possibility of lighting the beacon. Having a stall serving hot chestnuts and mulled wine may also provide an attraction. **Action:** Town Clerk
- v. *Sunday 26 April 2020 French Market* – It was noted that this is an annual event and is on the agenda for discussion.
- vi. *Friday 03 April 2020 Senior Citizens Concert* – Councillor Dorson informed the Committee that this hugely popular event is a free event for senior citizens of the Parish of Stamford. The proposed date is Friday 03 April 2020. The Mayor Councillor Griffin would need to check her schedule and reconfirm.
- vii. *Tourism Working Group meetings* – It was noted that the Town Council has agreed that this Working Group would be under the responsibility of the Events Committee. Following discussion it was recognised that the meetings had been usually convened on Wednesday during the day. It was suggested as most members of the Committee were working during the day the attendance by the Events Committee representative at these Working Group meetings should be rotated around the Committee so each member of the Committee attended. Councillor Carter-Begbie offered to attend the first meeting.

~~**Proposal 3** – It was proposed by Councillor Wheeler, seconded by Councillor Dorson that the meetings are held on a Wednesday each month at 9.45am and be rotated round the Events Committee, so each member attend once a month. This proposal was rescinded at 25 June 2019 Town Council meeting.~~

33. FEEDBACK ON 2019 FRENCH MARKET (Agenda Point 5)

It was noted that this event had moved from October to April. This is a potential date that is yet to be confirmed. However, this year there were less than a dozen stalls. Following discussion, it was considered that expanding the event to embrace a Continental Market with arts and crafts may help support it. It was agreed that this should be discussed further at the next meeting.

34. STAMFORD CHRISTMAS FESTIVAL (Agenda Point 6)

- i. *Festive lighting* – Councillor Dorson informed the Committee that this is the responsibility of this Committee. It had been recognised that last year the festive lights in Red Lion Square needed refreshing and the power supply to the All Saints Church tree needed attention to prevent the system tripping. Councillors were circulated with the details of the quote which had been provided by the festive light supplier. Following discussion, the budget for the Festive lighting was examined. It was noted to install and dismantle the lighting scheme for 2018 the cost was £23,060.00. To improve the infrastructure to the All Saints Tree, add 10 sets of 1000 lights of white ice mini LEDs to the Red Lion Square Tree and 20 sets of 100 ice white icicles to replace current stocks for Red Lion Square would be £2,005.00. It was observed that the budget allocation is £33,000.00. Details for enhancing Broad Street were also considered but there was a consensus that this should be postponed until next year.

Proposal 3 – It was proposed by Councillor Dorson, seconded by Councillor Wheeler and unanimously **RESOLVED** that the enhancement to the Red Lion Square festive lighting should be accepted at a cost of £2005.00 with the installation and dismantling of the scheme at £23,060.00.

- ii. *Traffic Management and Road Closure* - Councillor Dorson informed the Committee that the event had been examined by the previous Committee following the debrief session and it was agreed that the operation of the road closure was a relative success, whilst there had been a few vehicles which were illegally parked. The Town Clerk stated that at the recent Safety Advisory Meeting Lincolnshire Highways said they would assist in supporting the Town Council in prevent this from occurring. It had been agreed to apply for a Road Closure from 7pm on Saturday 23 November until 9pm on Sunday 24 November. All retailers and residents would be written to informing them of the closure. Following discussion, it was important that Corn Exchange and St. Augustine's Church are also informed. The quote received from TMS was considered.

Proposal 4 – It was proposed by Councillor Dorson, seconded by Councillor Griffin and unanimously **RESOLVED** that the traffic management arrangement should be confirmed with TMS at a cost of £1,065.00 plus VAT. **Action:** Town Clerk.

- iii. *Booking Form* – The details of the were circulated and it was noted in March 2019 the former Committee had agreed to hold the cost to traders for the stalls and pitches. This was noted.
- iv. *Entertainment Programme* – Councillor Dorson stated that this is an immensely popular event attracting several thousands into the town. The event requires all Committee members to participate. Volunteers to operate this event successfully are essential. Debate ensued, and it was appreciated that parking was a huge issue in the Town for such events and Park and Ride was suggested utilising Welland Academy and Malcolm Sargent Schools as possible pick-up and drop off zones. A shuttle bus service from these points could be investigated. The possibility of having fireworks to conclude the switch-on was discussed but it was considered that the cost was prohibitive.

35. TO CONSIDER THE BUDGET 2019/20

The budget was examined, and the Town Clerk informed the Committee that the attendance of Red Lion Traders had been good but subject to weather conditions.

36. MATTERS FOR CONSIDERATION AT THE NEXT MEETING:

- i. *Sunday 14 July 2019 Music on the Bandstand*
- ii. *Sunday 27 October 2019 Stamford Spooktacular*
- iii. *Festival of Carols on the Band Stand December*
- iv. *Sunday 24 November 2019 Christmas Festival*

37. DATE OF NEXT MEETING: (Agenda Point 7) – 01 July 2019

Chairman
(The meeting closed at 7.15pm.)