

STAMFORD TOWN COUNCIL

MINUTES OF THE EVENTS MEETING HELD ON MONDAY, 05 AUGUST 2019 AT 6.00PM IN THE TOWN HALL, STAMFORD

PRESENT Councillor Maxine Couch (Chairman)
Councillor Dave Dorson (Vice Chair)
Councillor Angela Carter-Begbie
Councillor Shaun Ford
Councillor Simon Fenn

ALSO PRESENT Patricia Stuart-Mogg -Town Clerk

PUBLIC PARTICIPATION – None

144. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillor Breda-Rae Griffin (Town Mayor) and Councillor Amanda Wheeler submitted their apologies

145. DECLARATIONS OF INTEREST (Agenda Point 2)

None made.

146. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on Monday, 01 July 2019, were confirmed and signed as a true record of the meeting.

147. MUSIC ON BANDSTAND, SUNDAY 14 JULY 2019 (Agenda Point 4)

The feedback received from the audience who attended the event has been very positive. The request was for more of similar family events to be organised. It was noted that both the trading units (food & refreshments) had a productive afternoon. Following discussion, the attendance was significant even though there had been major national sporting finals being held on the same day. It was thought that although there had been considerable postings on social media, more advertising was required around the town, in the newspaper and magazines. The consensus was that there should be a further event like this organised next year, possibly during July or August. The Chairman Councillor Maxine Couch wished to thank Councillor Dave Dorson for his support and assistance in organising the event.

148. SPOOKTACULAR EVENT, SUNDAY 27 OCTOBER 2019 (Agenda Point 5)

- a. *Potential date change* – The Committee noted that following the change to the Burghley Sermon date, there was now a clash with the Stamford Spooktacular event. Following discussion, it was recognised that the Burghley Sermon is in the morning, but set-up was still required during the morning for the Spooktacular event to commence in the afternoon. It was unfortunate, but some Members would have to offer their apologies for the Burghley Sermon.

Proposal 1 – It was proposed by Councillor Couch, seconded by Councillor Dorson and unanimously **RESOLVED** that the date of Spooktacular remains unchanged.

- b. *Promotional material* – The Chairman Councillor Maxine Couch had circulated a poster, based on a very similar design as last year. There was debate over the spelling of the title of the event – ‘Spooktacular’ against ‘Spooktacular’. It was the consensus that while last year’s poster carried the spelling ‘Spooktacular’ it was preferred that the spelling should be altered to ‘Spooktacular’. The design of the poster was generally accepted subject to a few additions of spooky images of bats, spiders and webs. Once produced, the posters would be circulated around town notice boards, the Council’s website, social media, Mercury Newspaper and the Wittering Magazine. **Action:** Cllr Couch/Town Clerk

Proposal 2 – It was proposed by Councillor S Ford, seconded by Councillor Dorson and unanimously **RESOLVED** that the Spooktacular draft poster based on last year is accepted subject to additional of spooky images being added.

- c. *Entertainment* – The Chairman confirmed that she had been in discussion with Friends of Stamford and Rutland Theatre in respect of the entertainment, as their support provided last year had been invaluable. The Chairman Councillor Maxine Couch would arrange to borrow the marquee from the Lions for the occasion. It was noted that Committee members would be required to assist with its erection and dismantling on the day. Councillor Couch would collect the marquee. Councillors Dorson, Fenn and Shaun offered their assistance to meet at the Recreation Ground at 10.30am for erecting the structure.

Action: Cllrs Couch/Dorson/Fenn/Shawn/Wheeler/Carter-Begbie.

The duration of the event was reviewed, as it was thought, as such family events seemed popular, the event should operate between 1-4pm instead of 2-4pm. This would need to be discussed with Friends of Stamford and Rutland Theatre to ensure their availability. It was also noted that last year a contribution of £100 was made to each organisation - Friends of Stamford, the Rutland Theatre and Lions for their assistance towards the event. It was agreed that this should be again applied this year. The Town Clerk was requested to draft a budget for the event, as further items to decorate the marquee would be required. **Action:** Town Clerk

Proposal 3 – It was proposed by Councillor Dorson, seconded by Councillor Couch and unanimously **RESOLVED** that a contribution of £100 would be paid to each Friends of Stamford and Rutland Theatre and Lions organisations for their assistance towards the event; together with the Town Clerk identifying a draft budget for the event to purchase items to decorate the marquee.

It was agreed that there would again be £5.00 book token prizes for Best Fancy Dress, Best Carved Pumpkin. Prizes would also be awarded for colouring spooky pictures. **Action:** Town Clerk.

Both the food and refreshment trading units used for the Music on the Bandstand event would be engaged again. **Action:** Cllr Dorson

Following discussion, it was the consensus that having the children’s Face Painting proved an attraction. Councillor Couch stated that she would investigate this and in the event of it being possible a charge of £1.00 would apply for each child. A fee of £50 would be paid to the Face Painter for attending the event.

Proposal 4 – It was proposed by Councillor S Fenn, seconded by Councillor Dorson and unanimously **RESOLVED** that a children’s Face Painter is engaged to attend the event and be paid £50 towards attending the event. A charge of £1.00 would be applied for each child’s face painted to cover costs.

149. CHRISTMAS FESTIVAL, SUNDAY 24 NOVEMBER 2019 (Agenda Point 6)

- a. *Review budget* – It was noted that several service components for the event had been confirmed: the 40 stalls & 40 barriers cost remains the same as last year (£1660.75); Waste charge and additional hours for opening the public convenience facilities in Red Lion Square to remain the same as last year (£915.00); The charge by the MOD for the installation of the tree in Red Lion Square (£575.00 + VAT); Cost of 3 puppet show sessions same as last year (£360.00 + VAT); Morris Dancers potential estimated increased cost: £160.00; Sound and lighting cost £290.00; Rutland Radio services £160.00; TENS Licence £21.00; Woodbine Reindeer £735.00; St. John's Ambulance £376.65 + VAT; Traffic Management of event £1,065.00 + VAT; Health and Safety Advisors £740.00+ VAT; £125 is allocated for sustenance for all day volunteers; estimated cost for the printing of posters £250.00; estimated cost for the performance marquee and stage £460.00. It was also agreed that there would be a maximum of 4 charity stalls allowed at a cost of £40.00 each.

Proposal 5 – It was proposed by Councillor Maxine Couch and seconded by Councillor Dorson and unanimously **RESOLVED** that the reviewed costs be accepted to deliver the 2019 Stamford Christmas Festival - 40 stalls & 40 barriers cost to remain the same as last year (£1660.75); Waste charge and additional hours for opening the public convenience facilities in Red Lion Square to remain the same as last year (£915.00); The charge by the MOD for the installation of the tree in Red Lion Square (£575.00 + VAT); Cost of 3 puppet show sessions same as last year (£360.00 + VAT); Morris Dances potential increase estimate cost £160.00; Sound and lighting cost £290.00; Rutland Radio services £160.00; TENS Licence £21.00; Woodbine Reindeer £735.00; St. John's Ambulance £376.65 + VAT; Traffic Management of event £1065.00 + VAT; Health and Safety Advisors £740.00+ VAT; £125 allocated for the sustenance for all day volunteers; Estimated cost for the printing of posters £250.00; Estimated cost for the performance marquee and stage £460.00.

The Chairman Councillor Couch informed the Committee that she had made some enquiries as to the design for the poster for this year's event. Three designs were circulated for consideration. Following discussion, it was the consensus that the poster similar to last year's design is used. This would be with a red background without vertical lines in the watermark.

Proposal 6 – It was proposed by Councillor David Dorson seconded by Councillor Angela Carter-Begbie and unanimously agreed to use a similar design as last year but with a red background without lines in the watermark.

- b. *Street Entertainers & walk-about characters* – Following debate it was agreed that the main entertainment programme in Red Lion Square would be organised by the Chairman. Again, this year Friends of Stamford and Rutland Theatre would be providing entertainment on the High Street at the bottom of Ironmonger Street. Characters from this year's Pantomime will be walking through Broad Street and High Street to promote the event. The Town Clerk advised the Committee that the Paul Temple Puppet Show's last performance must be 2.30pm as he is booked elsewhere. This was noted. The Chairman would arrange with Friends of Stamford and Rutland Theatre to lead the Santa & sleigh from the Town Hall to Red Lion Square for the switch-on which will be scheduled at 4.30pm. The Town Clerk will contact the Music Director at Malcolm Sargent School to co-ordinate the schools' choir. **Action:** Cllr Couch / Town Clerk

- a. *Entertainment during the Event* – The Chairman confirmed that the reindeer provided a huge attraction, as did the Bernese Mountain Dogs. The Town Clerk confirmed that Santa's Grotto had been confirmed and would be operating in the same location in front of Browne's Hospital. There was discussion regarding relocating the fair rides from Sheep Market to Broad Street. The Chairman suggested that this should be discussed a little further at the next meeting. The Town Clerk informed the Committee that discussion with the Vintage Market had indicated that the cost for the use of the Town Hall on the Sunday needed to be held at the same rate. It was noted during discussion that this matter had been discussed by the Finance Committee and there had been a number of issues of concern which arose last year. Further, there would be a requirement that there were at least two persons stationed at the Town Hall one being a key holder. Members of the Committee considered that this event drew footfall. The cost should be strongly considered to be held with the kitchen included, even if it resulted in some display items in the Town Hall having to be relocated elsewhere for the duration. The Town Clerk would take these comments to the next Finance Committee meeting. **Action:** Town Clerk
- b. *Promotion and Advertising* – Once the poster was ready for circulation it should be included in the Stamford Mercury; SK Today and the In and Round Magazine. The posters would also be publicised using notice boards in the town and supermarkets, retail outlets, schools, websites and social media. Quotes would be obtained for advertising. **Action:** Town Clerk
- c. *Volunteer support and sustenance* – The Chairman Councillor Couch stated that she expected all members of the Committee to volunteer to support the successful delivery of the event between 6.30am to 8pm. The e-mail with the operational schedule would be circulated shortly by the Town Clerk to ensure there is adequate support during the set-up and dismantling of the event. It was confirmed that the all-day volunteers would be allocated £5.00 towards their lunch. Volunteers coming for just the morning or afternoon should arrange to have their lunches before or after their period of duty commences or finishes. **Action:** Town Clerk

150. FESTIVAL OF CAROLS ON THE BANDSTAND (Agenda Point 7)

It was noted that this event is being considered on Sunday 08 December 2019. Following discussion, the Chairman suggested that this should be moved to Saturday 07 December due to the various church services and should operate between 3pm and 5pm. A draft poster was circulated for the event, which depicted a Dickensian style event with singers in costumes. It was confirmed that Friends of Stamford and Rutland Theatre had offered to support and assist with the event. There was agreement that lighting would be required for the Bandstand for the event. Councillor Fenn offered to arrange for a quote for this to be installed, in time for the event. There was also discussion as to the possibility of the beacon being lit for this event. The Town Clerk agreed to investigate and report back at the next meeting. It was agreed that an additional banner was required for this event, the Town Clerk was asked to obtain a quote. **Action:** Cllr Fenn/Town Clerk

Proposal 7 – It was proposed by Councillor Angela Carter-Begbie, seconded by Councillor Dave Dorson and unanimously **RESOLVED** that the draft poster circulated is accepted. **Action:** Cllr Couch

151. TO EXAMINE BUDGET 2019/20 STATUS (Agenda Point 8)

The Committee reviewed the income and expenditure of the Committee to date, this financial year. Following discussion, the Town Clerk was asked to review the budget for consideration. There should be cost centres for the new Festive Carol event and provision made for the lighting of the beacon, together with payment to Stamford and Rutland Theatre for their support and assistance at the forthcoming three events.

152. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point 9)

i. Senior Citizens Concert 2020 – To decide the date of the event

153. DATE OF NEXT MEETING: (Agenda Point 7) – Monday, 02 September 2019 at 6.00pm

Chairman
(The meeting closed at 8.00pm)