

STAMFORD TOWN COUNCIL

MINUTES OF THE EVENTS MEETING HELD ON MONDAY, 15 JANUARY 2024 AT 6.30PM IN THE TOWN HALL, STAMFORD

PRESENT Councillor Andrew Croft (Mayor)
Councillor Jo Winterbourne (Chair)
Councillor Yvette Diaz-Munoz (Vice Chair)
Councillor Jane Kingman

ALSO PRESENT Mrs Coral Johnson-Veale – Administration Officer

614. PUBLIC PARTICIPATION (Agenda Point 1)

There were no members of public present.

615. APOLOGIES FOR ABSENCE (Agenda Point 2)

Councillor Lisa Brewin submitted her reasons for absence. These were noted and accepted.

Proposal 1 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously **RESOLVED** the council accepts the apology received.

616. DECLARATIONS OF INTEREST (Agenda Point 3)

There were no declarations of interest.

617. MINUTES (Agenda Point 4)

The minutes for the Event Committee meeting held on the 11 December 2023 were confirmed at the Stamford Town Council meeting held on 19 December 2023 and have been signed by the Chair of the meeting, Councillor Jo Winterbourne.

618. CONSIDER CHRISTMAS EVENTS 2024 (Agenda Point 5)

- i. Confirm date and location for Light Switch-on* – After discussion it was agreed that the Christmas Light Switch-on Event would be held on Thursday 21 November 2024 in Red Lion Square. The times are yet to be agreed but the committee considered that the lights should be switched on at the end of the event, rather than in the middle, so that the audience remained for all performances. **Action: AO**

Proposal 2 – It was proposed by Councillor Jane Kingman, seconded by Councillor Yvette Diaz-Munoz and unanimously **RESOLVED** the council approves the Christmas Light Switch-on event being held in Red Lion Square on Thursday 21 November 2024.

A quotation had been received from the local company that provided the marquee and stage for the 2023 event and the Administration Officer confirmed that there was no change to the amount. After discussion, the committee agreed the quotation should be accepted. **Action: AO**

Proposal 3 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously **RESOLVED** the council accepts the quotation of £490.00 (plus VAT) from Stamford Marquee Company to provide a 6mx3m Clearspan Marquee with weights, a 16ftx8ft Lightdeck Stage to deliver, set-up, dismantle and collect from Red Lion Square on Thursday 21 November 2024.

The Administration Officer advised that Road Closure quotations for all Town Council events were being sourced by the Town Clerk. However, contact had been made with a local company that, in addition to Road Closures also provide Event Staff, Stop & Go, Barriers, Security and Sponsorship. Feedback is to be sought from councils that utilised this company and, in the event the Road Closure bid is unsuccessful, a quotation should be sought in respect of the provision of Event Staff and Barriers for the Light Switch-on Event and Christmas Market. **Action: AO**

- ii. Confirm date for tree installation* – The Administration Officer advised the committee that a suggestion had been received from the Lighting Company for the Christmas Tree to be installed in its usual location a week earlier than it had in previous years. This was to allow time for any issues to be addressed and contingency plans put in place. The committee agreed that this was a sensible course of action however consideration needs to be given to Armistice Day. **Action: AO**

Proposal 4 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously **RESOLVED** the council approves the installation of Stamford's Christmas Tree after Armistice Day (Monday 11 November 2024) and before Monday 18 November 2024.

- iii. *Confirm contractor and proposed schedule for installation of Festive Lights* – The committee considered that the contractor engaged to instal the festive lights were professional and efficient. Any issues were dealt with promptly and snags were minor and in the context of a first-time installation. The committee agreed to engage the contractor again for 2024 and the instal of the festive lights should commence after 11 November 2024. **Action: AO**

Proposal 5 – It was proposed by Councillor Jane Kingman, seconded by Councillor Yvette Diaz-Munoz and unanimously **RESOLVED** the council agrees to the contractor, SparkX, being engaged to instal the festive lights after the 11 November 2024 and to dismantle them at the beginning of January 2025.

- iv. *Consider quotation for 2024 Festive Lighting Scheme and any potential upgrades* – The contractor, SparkX, has provided a quotation for the installation and dismantle of the festive lighting scheme in 2024 retaining the 2023 cost. There is a separate fee for the installation of the lights on the tree in the All Saints Churchyard as these were not included in the initial infrastructure. The Chair advised the committee that the lights had to be taken off this tree to allow the District Council to carry out essential Health and Safety work. SparkX advised that some of the lighting strands were damaged due to broken branches, so it is to be established if the remainder can be utilised elsewhere in the scheme, if required. Also, it is to be ascertained if the church would like to have the lights reinstalled and, if so, would they contribute to the cost. **Action: Cllr Croft/AO**

SparkX have also quoted for the installation of wireless receivers which would enable a quicker and more efficient light switch-on. The committee considered the quotation should be accepted on the basis of a maximum of 10 receivers and one main receiver. The locations of the receivers are to be determined and it is noted that the receivers are an annual hire. Any further upgrades are to be considered after receiving feedback from the dismantle of the scheme. **Action: AO**

Proposal 6 – It was proposed by Councillor Jane Kingman, seconded by Councillor Yvette Diaz-Munoz and unanimously **RESOLVED** the council agrees to the quotation of £22,400.00 for SparkX to instal and dismantle the festive lighting scheme and to upgrade the scheme with wireless receivers at £120.00 each up to a maximum of 10 receivers plus one main receiver at £250.00.

- v. *Feedback on any issues encountered during the Festive Lighting Scheme removal* – The Events Committee were happy with the service provided by SparkX, however, a debrief meeting and discussions regarding further upgrades to the scheme is yet to be arranged. The committee would like the contractor to consider the practicalities and costs for installing more trees and/or baubles down Maiden Lane and the inclusion of Cheyne Lane into the scheme. **Action: AO**
- vi. *Consider the Booking Form and Fees for Christmas Market 24 November 2024* – The Chair advised the committee that the use of an online form was being considered that would automatically fill in the appropriate cells in a spreadsheet thereby alleviating most of the manual entry. The booking form for the 2024 Christmas Market was available for the committee members to view prior to the meeting and, subject to a few minor amendments, was agreed. The Administration Officer advised that although a quote had been requested from South Kesteven District Council for the provision of covered market stalls on the 24 November, this had not been received yet. The committee therefore felt that deliberation of the market fees would be made once the District Council quotation had been received. **Action: AO**

Proposal 7 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously **RESOLVED** the council agrees to the wording of the Christmas Market 2024 Booking Form, subject to minor amendments, and that the fees will be agreed once a quotation has been received from South Kesteven District Council Markets Department.

The Administration Officer advised the committee that a quotation had been received from a local company for the provision of a 3mx3m Marquee to be utilised as Event Control during the 2024 Christmas Market. The Chair and committee considered that the hire of a marquee would be a less stressful alternative to the purchase, transport, set-up, dismantle and removal of a gazebo on an exceedingly long day, therefore the quotation should be accepted. It was noted that there was no increase to the hire of the same marquee for the 2023 Christmas Market.

Proposal 8 – It was proposed by Councillor Jane Kingman, seconded by Councillor Andrew Croft and unanimously **RESOLVED** the council approves the quotation from Stamford Marquee Company of £300.00 (plus VAT) to transport, set-up/dismantle and remove a 3mx3m Clearspan Marquee, with weights, on Sunday 24 November 2024 for the Stamford Christmas Market.

619. STC EVENTS 2024/2025 (Agenda Point 6)

- i. *Consider Events Schedule 2024/2025* – A schedule of forthcoming events had been available for the committee to view prior to the meeting. The schedule included approved and proposed Programmed Events and Stamford Town Council Events. The Chair asked the committee to consider this schedule and think about what other Town Council events could be included. **Action: Events Committee**
The Chair would also like the Events Committee to consider hosting an open meeting, possibly at the end of February/beginning of March during which the public could voice what events they would like to see. This meeting could be publicised on social media and in local newspapers; a survey form could be made available on the website for those unable to attend in person. **Action: JW/AO/Events Committee**
- ii. *Consider Event advertising 2024/2025* – The posters produced for four Town Council events were passed around the committee members for consideration (Spooktacular, Christmas Light Switch-on, Christmas Market, and Carols on the Bandstand). The three Christmas Events follow a theme - one of which is more colourful than the others. The designer is to be approached about introducing more colour into the other two Christmas posters. **Action: AO**
The committee considered and agreed the designers quote of £245.00 to produce the four posters with a hand drawn map on the reverse of the Christmas Market poster. **Action: AO**

Proposal 9 – It was proposed by Councillor Andrew Croft, seconded by Councillor Jane Kingman and unanimously **RESOLVED** the council approves the quotation of £245.00 from Zerosix Designs to produce four posters and a hand drawn map for the agreed 2024 Town Council events.

The committee discussed the Carols on the Bandstand and reflected that the event had not been well attended so rebranding should be considered. It was suggested that the Events Committee could host a ‘Carolling into Christmas’ event on Saturday 7 December 2024 with roast chestnuts and mulled wine located in St Michaels Churchyard. Permission is to be sought from the Harry Skells Trust. **Action: Cllr J Winterbourne**

The Administration Officer had made available details regarding advertising events in local publications, including a leaflet distribution. The committee consider a calendar of Town Council events should be devised, once all the dates have been agreed, that could be distributed and made available for people to keep for reference. **Action: AO**

620. D-Day 80 Event 6 June 2024 (Agenda Point 7)

The Chair suggested this item be deferred to the next committee meeting for further discussion and consideration. The Chair encouraged the committee members to read the Anniversary Guide sent by the Palace and note the elements of the programme suggested to be included in any event hosted by local authorities. The Administration Officer advised that a local company has been approached to quote for the repairs to the beacon. A quote to provide a mobile Fish and Chip catering van is awaited. It was suggested that the Civic Society and the Town Council Heritage/Archivists could be approached to ascertain if they have any details on how Stamfordians were affected by D-Day. This could form the basis for a possible exhibition. A local designer is to be approached to draft a poster for this event. **Action: AO/Events Committee**

621. RED LION SQUARE CRAFT MARKET 2024 (Agenda Point 8)

- i. *Update and feedback* – The Administration Officer advised that two applications have already been received and two more crafters have confirmed their intention to attend. The Harry Skells Trust next meet on the 22 January 2024 during which the relocation of the Artisan Craft Market will be considered. However, everything is in place for the continued use of Red Lion Square should St Michael’s Churchyard be considered an unsuitable location. **Action: AO**

622. DATE OF NEXT MEETING (Agenda Point 11) – Monday 19 February 2024 at 6.30pm in the Town Hall

Chair - (The meeting closed at 8.00 pm)