

## SALTASH TOWN COUNCIL

### Minutes of a meeting of the Christmas Lights and Town Events Sub Committee held in the Guildhall on Tuesday 12<sup>th</sup> February 2020 at 6:30 p.m.

**PRESENT:** Councillors G Challen - Mayor – Chairman for part of meeting, M Fox, S Miller, M Parker, J Peggs, B Samuels, P Samuels.

**ALSO PRESENT:** Councillor J Dent, S Burrows – Head of Administration and Library Services, D Joyce- Administration Officer.

**APOLOGIES:** Councillor A Pinckney.

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The Mayor in the Chair.

#### HEALTH AND SAFETY ANNOUNCEMENTS

The Mayor informed those present of the actions required in the event of a fire or emergency.

#### **01/19/20** TO APPOINT A CHAIRMAN

Following a vote, it was **RESOLVED** to elect Councillor Parker as Chairman of the Sub Committee.

Councillor Parker in the Chair.

#### **02/19/20** TO APPOINT A VICE CHAIRMAN

Following a vote, it was **RESOLVED** to elect Councillor P Samuels as Vice Chairman of the Sub Committee.

#### **03/19/20** RECORDING OF MEETINGS

None.

#### **04/19/20** DECLARATIONS OF INTEREST

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. To consider dispensations required.

None.

**05/19/20**      **QUESTIONS FROM THE PUBLIC**

None.

**06/19/20**      **HEALTH AND SAFETY**

No Report.

It was **RESOLVED** that Councillor Fox be nominated to lead on all Health and Safety requirements.

**07/19/20**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**08/19/20**      **BUDGET AND FINANCE**

Members were informed of the budgets available for the Christmas Lights Event for the financial year 2020/21:

Civic Christmas Events	£523.00
Civic Occasions (Road closure)	£4,817.00
EMF Festive Lights	£18,257.00

Members discussed the application requirements for a road closure license. Councillor B Samuels advised from experience the total cost is approximately £1,067.00 for the application of a Road Closure.

It was **RESOLVED** to note.

**09/19/20**      **TO DETERMINE TERMS OF REFERENCE**

Members discussed the Sub Committee Terms of Reference.

It was **RESOLVED** to:

1. Amended the Sub Committee name to Christmas Lights and Town Events Sub Committee.
2. Revisit holding future events at a future meeting.
3. Revisit the Terms of Reference.

10/19/20

**TO CONSIDER DATES AND TIMES OF LIGHT SWITCH ON AND EVENT**

Members discussed available dates, times and the day's proceedings.

**Dates and Times:**

It was **RESOLVED** that the event:

1. Be held on Saturday 14<sup>th</sup> November 2020.
2. Light switch on be at 5pm, lighting Fore Street, the Guildhall building and the tree at Victoria Gardens.
3. Timeline be as follows:
  - i. Fore Street Road Closure at Middy.
  - ii. Stall holders arrival time and set up between 12 Noon and 2 p.m.
  - iii. Event to open at 2 p.m.
  - iv. Light switch on at 5 p.m.
  - v. Event closes at 6 p.m.

**Stalls and Entertainment:**

Members discussed having stalls in the day and street entertainers throughout the event.

It was **RESOLVED:**

1. A 3-metre pitch to cost £30.00.
2. Registered Charities and Youth Organisations be offered discounted rates.
3. Independent Local Businesses not be charged.
4. To hold a children's Lantern Parade with local youth groups partaking in the parade and creating lanterns within community organisations such as Beavers and Scouts etcetera.

**11/19/20**      **TO CONSIDER THE POTENTIAL IMPLICATIONS AND MANAGEMENT OF THE ROAD CLOSURE FOR THE EVENING ENTERTAINMENT**

Members discussed the days event followed by the evening's entertainment and the implications of a road closure.

It was **RESOLVED** that:

1. The entirety of Fore Street from the Tamar Bridge slip road, Belle Vue Road, Wesley, Lower Fore Street to the back of the Guildhall be closed.
2. All staff, councillors and community groups attending the Traffic Management for Community Events course in April 2020 be utilised.
3. Councillor Challen contacts FTaS Group to discuss the road closure management and equipment.
4. Councillor Challen and the HA&LS investigates and establishes an Entertainment Licence reporting back at the next meeting.
5. Catering stalls provide their own public liability insurance and food hygiene certificates at the point of booking.

**12/19/20**      **TO CONSIDER IDEAS AND SUGGESSTIONS FOR THE EVENING ENTERTAINMENT**

Members discussed various ideas and possibilities for evening entertainment.

It was **RESOLVED** that the Chairman enquiries with the Fire Cadets and Councillor Peggs with the local choirs of their availability for the date proposed.

**13/19/20**      **TO CONSIDER COMMERCIAL OUTLETS SUCH AS FOOD, TRADING AND EXTERNAL ENTERTAINMENT**

Members considered various food outlets that could potentially like to trade at the event. Members agreed to keep it as local as possible and to avoid conflicting food outlets with the surrounding businesses.

It was **RESOLVED** that:

1. Councillor Fox investigates the option of fairground rides / bouncy castle etcetera.
2. The Chairman explores options of food outlets such as doughnuts / candyfloss and fudge.

**14/19/20**      **TO CONSIDER HOLDING A CIVIC PARADE**

It was resolved to **RECOMMEND** to Full Town Council that a Civic Parade be held on the evening of the Christmas Lights.

It was **RESOLVED** that the Chairman investigates availability for a pipe band for the Civic Parade reporting back at the next meeting.

**15/19/20**      **TO CONSIDER SPONSERSHIP OPTIONS**

It was **RESOLVED** that all Members present ideas for sponsorship options at the next meeting.

**16/19/20**      **TO CONSIDER PUBLICITY LEADING UP TO AND ON THE DAY OF THE SWITCH ON**

It was **RESOLVED** that the following publicity be utilised leading up to and on the day of the event:

1. Leaflet Distribution to include Youth Groups, Schools and Commercial Outlets on Fore Street.
2. Social Media.
3. Noticeboards.
4. Posters.

**17/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**18/19/20**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN AGENDA**

None.

**19/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

**20/19/20**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

Theme:

Members considered a theme for the event.

It was **RESOLVED** to defer to a future meeting.

**21/19/20**      **PRESS AND SOCIAL MEDIA RELEASES**

It was **RESOLVED** that the following press and social media release be issued:

1. Date and time of the Christmas event – Councillor Peggs.

**22/19/20**      **DATE OF NEXT MEETING**

Thursday 12<sup>th</sup> March 6:30 p.m.

Rising at: 8.10 p.m.

Signed: \_\_\_\_\_

Chairman

Date: \_\_\_\_\_