

SALTASH TOWN COUNCIL

Minutes of a meeting of the Christmas Lights and Town Events Sub Committee held in the Guildhall on Thursday 12th March 2020 at 6:30 p.m.

PRESENT: Councillors G Challen, M Fox, S Miller, M Parker - Chairman, J Peggs, B Samuels, P Samuels – Vice Chairman.

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

APOLOGIES: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

23/19/20 **RECORDING OF MEETINGS**

None.

24/19/20 **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.

25/19/20 **QUESTIONS FROM THE PUBLIC**

None.

26/19/20 **HEALTH AND SAFETY**

No Report.

27/19/20 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

28/19/20 **FINANCE AND BUDGET**

HA&LS informed Members that the Sub Committee budgets are part of the Services Committee. The Sub Committee has delegated authority of expenditure of up to £20,000 as identified in the Terms of Reference. The Sub Committee has the following budgets to work from:
Civic Christmas Events,
Civic Occasions (Road Closures),
EMF Festive Lights Budget.

The Chairman informed Members of a quote received for the extension of lights from Fore Street to Lower Fore Street and the proposal to illuminate the Guildhall.

The Chairman added that the quote provided would install permanent lights at the Guildhall and would be independent of the Christmas lights along Fore Street, enabling use for other events if the Town Council so wished.

All Members agreed lights that highlight the architectural features of the Guildhall, and have the option to change colour, would be suitable and could be used for other events such as Remembrance Day.

It was **RESOLVED** that the Chairman explores other options of lighting for the Guildhall providing a detailed report on three quotes for further consideration.

29/19/20

TO CONSIDER ADMINISTRATION AND STC PERSONNEL RESOURCES

HA&LS requested Members to be aware of the administration work that can entail when organising events and asked for clarification as to what would be expected from the Administration Department.

Members agreed that the Administration Department would not be called upon and that Members would administer the Christmas Light Event themselves.

The only requirement would be to be provide assist in promoting the event as well as referring enquiries to the Chairman of the Sub Committee.

It was **RESOLVED** that:

1. Councillors Challen, Fox and Pinckney administer the stall booking and entertainment reporting back to the Sub Committee.
2. An email account be setup events@saltash.gov.uk for Councillors Challen, Fox and Pinckney to operate from.

30/19/20

TO REVISIT HOLDING FUTURE TOWN EVENTS (PURSUANT TO MINUTE NO. 09/19/20 CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEE HELD ON 12/02/20)

Members discussed other events which could be held in the Town. Members agreed to revisit the idea of further events that could be held as and when the opportunity arises and would meet regularly to ensure all plans were on schedule.

Members suggested Cornish events such as St Piran's Day may be explored in the future and further consideration for a Summer Picnic in Victoria Park.

It was **RESOLVED** to:

1. Hold a meeting once a month where possible.
2. Revisit the idea to hold a Summer Picnic and future events for the town.

31/19/20 **TO REVISIT THE SUB COMMITTEE TERMS OF REFERENCE (PURSUANT TO MINUTE NO. 09/19/20 CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEE HELD ON 12/02/20)**

Members discussed the Terms of Reference and agreed further consideration was required with the main objective of the Sub Committee to include:

- Organising various events for the Town throughout the year.

It was **RESOLVED** that Councillor Challen further considers the Terms of Reference and provides a detailed list to Members for approval at the next meeting.

32/19/20 **TO RECEIVE AN ENTERTAINMENT LICENCE REPORT – COUNCILLOR CHALLEN (PURSUANT TO MINUTE NO. 11/19/20 CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEE HELD ON 12/02/20)**

Councillor Challen reported the entertainment licence had been obtained and covered all aspects of the event for live music and recorded music. HA&LS added that the licence included fire risk assessments for fairs and stalls.

HA&LS is to liaise with the Town Clerk regarding the licence and will report back any issues to the next Sub Committee meeting.

It was **RESOLVED** to note and HA&LS to circulate the licence to all Members for their information.

33/19/20 **TO RECEIVE AN UPDATE REGARDING THE IDEAS AND SUGGESTIONS FOR THE EVENING ENTERTAINMENT. (PURSUANT TO MINUTE NO. 12/19/20 CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEE HELD ON 12/02/20)**

Members received an update from the Chairman and Councillor Peggs that they are both still awaiting confirmation if the bands/choirs requested are available.

Members agreed to explore alternative bands for the event.

Councillor Peggs stated that there may be a possibility of a PA from a local resident for a considerably low price.

It was **RESOLVED** that:

1. The Chairman is to provide more information regarding the Devon and Somerset Fire Brigade Band.
2. Councillor Peggs is to enquire and confirm a PA system for the event with the Chairman to assist if required.
3. All Members to explore other options for the events entertainment.

34/19/20 **TO RECEIVE AN UPDATE REGARDING THE COMMERCIAL OUTLETS SUCH AS FOOD, TRADING AND EXTERNAL ENTERTAINMENT (PURSUANT TO MINUTE NO. 13/19/20 CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEE HELD ON 12/02/20)**

Councillor Fox stated the fair ground operator was available. Councillor Challen and Fox agreed to further explore options for food outlets for the event.

It was **RESOLVED** that Councillors Challen and Fox to report back to Members of food options available for the event.

35/19/20 **TO CONSIDER A PIPE BAND FOR THE CIVIC PARADE (PURSUANT TO MINUTE NO. 14/19/20 CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEE HELD ON 12/02/20)**

Members discussed the requirement for a Pipe Band and were informed that Santa leading the parade had music on his sleigh and therefore there would be no requirements for further music to lead the parade.

It was **RESOLVED** that Santa and his sleigh provide the music to lead the Parade from Lower Fore Street to Victoria Park.

36/19/20 **TO CONSIDER SPONSERSHIP OPTIONS (PURSUANT TO MINUTE NO. 15/19/20 CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEE HELD ON 12/02/20)**

Members discussed the VAT conditions if collecting monies for the event in the forms of stall costs and sponsorship.

Members discussed the idea of creating a wish list with suppliers and organisations wishing to sponsor the event could do so by purchasing an item required for the event, such as leaflets or advertising banners.

HA&LS advised that Members meet with the Finance Officer to discuss the implications and the administrative support regarding payments would be essential.

It was **RESOLVED** that:

1. Councillor Challen, Fox and Pinckney meet with the Finance Officer to establish best financial practice for such events and if the Finance Office has the current capacity to administer.
2. Members to create a wish list and report back to the Sub Committee.

37/19/20 **TO CONSIDER A THEME FOR THE EVENT (PURSUANT TO MINUTE NO. 20.19.20 CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEE HELD ON 12/02/20)**

Councillor Peggs stated public feedback had been in support of a themed event.

It was **RESOLVED** that:

1. A Dickensian themed Christmas Light Switch On Event 2020.
2. All Members are to partake in dressing up.
3. All Schools, Shops and Stalls be informed and encourage their involvement.
4. Councillors Peggs and P Samuels lead with the advertising of the theme.

38/19/20 **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.

39/19/20 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN AGENDA**

None.

40/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

41/19/20 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

HA&LS asked for confirmation from Members that the times were to remain as agreed:

1. 12 Noon to 2pm stall setup.
2. 2pm to 6pm open to the public.

It was **RESOLVED** to approve.

Members enquired with Councillor Fox regarding the lanterns and if glass jars were required. Councillor Fox stated that as glass was not a viable option for children to carry, due to Health and Safety, other options had been identified and the project will commence in the following term with the Scouts. Councillor Fox added that all lanterns would be made available at the end of the Summer.

It was **RESOLVED** to note.

42/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

None.

43/19/20 **DATE OF NEXT MEETING**

Thursday 16th April 2020 at 6:30pm.

Rising at: 7:33 p.m.

Signed: _____
Chairman

Date: _____