

MINUTES of a MEETING of the EVENTS COMMITTEE of WINSLOW TOWN COUNCIL
held on MONDAY 3rd September 2012, at 8pm in the Council Chamber at 28 High Street, Winslow.

	<p>Present: Mr J Knight (Chairman), Cllrs Cawte, Chambers, Payne and Knight, Apologies: Mrs Curle (unwell) and Mrs Beattie (work) accepted Clerk: B Bradford</p>
E12/104	<p>Declarations of Interest Mrs Beattie's Declaration remains outstanding There were no declarations in respect of business to be discussed.</p>
E12/105	<p>Minutes of Meeting on 6th August RESOLVED that the minutes be signed as a true record. Matters Arising: none not dealt with elsewhere on the agenda</p>
	<p>Items deferred from last meeting none not dealt with elsewhere on the agenda</p>
8.10pm	<p>Items delegated by Council: none Cllr Payne joined the meeting</p>
E12/106	<p>Administration: Members noted that in order to meet Insurance requirements all Event Supervisors must complete the appropriate risk schedule at each event and pass to Clerk for retention. Clerk to circulate to all Councillors and regular/potential volunteers current Events Manpower Rota for completion.</p>
E12/107	<p>Farmers Market: Entertainment:, 2 newcomers – Mrs Curle to confirm details and December booking Melanie Danielle Seed had visited the market prepared to provide on the spot street entertainment free of charge. She had since submitted her details RESOLVED to request she attend the Christmas Fair – lighting may need to be considered.</p>
E12/108	<p>Equipment <u>Gazebos</u> (E12/95): Mr Knight still; to organise repairs, 7 now in shed awaiting attention. RESOLVED Hire requests from Transition Town and Churches Together for forthcoming events be turned down in line with current policy. <u>Towing Vehicles</u> (E12/96): Cllr Chambers confirmed that the current arrangements are legal and advised Members of his findings regarding possible suitable vehicles and purchase price. (notes to be circulated electronically, with pictures) RESOLVED to progress towards recommendation by identifying comparative running costs of these options and to request Council to identify possible other uses and then assess relative suitability of options. <u>Other:</u> Members noted that replacement banner poles and Market Square "Closed" signage had been purchased by the Clerk within budget.</p>
E12/109	<p>Marketing: <u>Winslow Branding:</u> Mrs Beattie & Curle still to report progress at the next meeting Approx. stock levels = 150 bags, 3 aprons and 15 tea towels) <u>Winslow Times Website</u> Cllr Payne had confirmed requirements with 3 suppliers and would secure written estimates asap. The specification was agreed to be to do everything that the current site purports to do with the addition of a Community Diary page based on Google Diary. Mrs Beattie to advise any known access issues, Cllr Payne to confirm with suppliers these can be overcome within quotes. RESOLVED to RECOMMEND to Council allocation of funds be allocated from reserves to meet costs of around £550. <u>Winslow Town Council Website</u> It was agreed that should the above contract prove successful a redevelopment of the Council site should be pursued to facilitate maintaining content to be current <u>Fliers</u> 500 had been sourced with dates for the coming year, distributed at Winslow Show and to shops, noticeboards and library. For future reference 1,000 would be preferable.</p>
E12/110	<p>Traders: (E12/98) 25 at Sept market (2 planned absences). 24 paid October plus 3 probable. A new "hot" pie stall to be sourced. Morris and Debbies will be launching Gluten Free ranges at October market – all traders to be advised and this to be theme for publicity. All traders now advised of WTC mobile no for contact if issues arise Fri/Sat Sun prior to Market. Community Stall October – Transition Town Group, hope to have a cycle driven smoothy blender and info on community garden project in particular. Administrative structure No further work undertaken to date, options to be progressed: Trustee arrangement similar to Public Hall and Community Interest Company. Cllr Monger to be requested to seek further advice from Bucks Community Impact personnel,</p>
E12/111	<p>Other Events Theatre in the Villages (E12/100) brochures out, tickets for The Hungry Heart 13th October 8pm</p>

E12/112	<p>in St Laurence Room are with Deli. Cllr Cawte to arrange working party meeting re. pre-show refreshments and devise posters as soon as possible.</p> <p>Handmade & Vintage (E12/101) Assistance required with set up and take down, driver now secured. Rota to be circulated by Clerk as above.</p> <p>Christmas Fayres (E12/101) Reindeer booking confirmed, Christmas Tree and lights arrangements in place.</p>
E12/113	<p>Five Year Plan Members noted progress to date as follows:</p> <p>Tourist Information Point Initial thoughts are to progress a board to back the Pay & Display ticket machine at Market Square, Mr Knight to lead progression of this item.</p> <p>Walking Tours approaches to appropriate partners require progression</p> <p>Promotion of Trade through events on Market Square – Olympic Torch and Hand Made & Vintage have been undertaken to date, Cllr Payne to approach Winslow Show re possibility of staging/assisting with vintage car procession culminating on Market Square.</p> <p>Develop Winslow Community Website – In hand as above.</p> <p>Promotion of Local Businesses – Chamber of Trade links strong and working together well</p> <p>Develop Local Trades Directlory – being progressed as part of website project</p>
	<p>Correspondence – none</p>
	<p>Items For Information</p> <p>Mis 96 Radio will be broadcasting from The George on Mon 10th September. Members reported that the new landlady has been very effective in changing the tone and feel of this pub, but more public support is required if the change is to be sustained, there is to be a charity quiz on the third Monday of every month, amongst other initiatives.</p>
9.17pm	<p><i>Meeting Closed</i></p> <p>Signed: (Chairman) at Meeting (date):.....</p>