

MINUTES of a MEETING of the EVENTS COMMITTEE of WINSLOW TOWN COUNCIL
held on MONDAY 6th August 2012, at 8pm in the Council Chamber at 28 High Street, Winslow.

	<p>Present: Mr J Knight (Chairman) Mrs Curle and Mrs Beattie, Cllrs Chambers, Payne and Knight, Apologies: Cllr Cawte (holiday) Clerk: B Bradford</p>
E12/91	<p>Declarations of Interest The Clerk had now received Declarations according to the new code from all but Mrs Beattie There were no declarations in respect of business to be discussed.</p>
E12/92	<p>Minutes of Meeting on 2nd July RESOLVED that the minutes be signed as a true record. Matters Arising: Cllr Chambers sought clarification of discussions at the last meeting and decisions were then taken & recorded below according to the order they were shown on agenda</p>
	<p>Items deferred from last meeting none</p>
	<p>Items delegated by Council: none</p>
E12/93	<p>Administration: (Ev11/126) Members noted that during the month they had collectively agreed to waive the gazebo hire fee for Horn Street Jubilee Street Party as all profit (around £900) were to be (and now have been) distributed equally to the Citizens Advice Bureau and to Friends of Winslow Youth Centre.</p>
E12/94	<p>Farmers Market: Entertainment:, Down for the Count: September, 2 newcomers October, Cantells November, AMC to be confirmed for December.</p>
E12/95	<p>Equipment (E12/78, 79 & 80) Gazebos: Mr Knight it to organise a party of 4 to undertake repairs at the shed of 4/5 gazebos spare parts in hand or to be sourced by Cllr Chambers. No 16 (on the trailer) also requires a bracket. Trailer: 2 jockey wheels have been fitted in the last month, the trailer must be left propped on blocks in storage to minimise the chance of future damage. The wheel is only intended to be used to locate the trailer on the hitch, not for significant manoeuvres.</p>
E12/96	<p>Towing Vehicles: Cllr Chambers undertook to identify what a suitable vehicle might cost. Cllr Payne would pursue a possible lead for a suitable vehicle. In doing this Cllr Chambers would confirm that all equipment can be carried on the trailer (Ivor Williams LM125 flatbed trailer with mesh sides) at once, i.e. 35 gazebos (Country Seats approx 25kg ea), 34 tables (Gopak 13kg ea) and approx 90 sandbags (circa 5kg ea) plus cones & dustbins. The trailer itself weighs approx 800kg as set up and can therefore be loaded with 1900kg to make a maximum towing total of 2700kg There is also a requirement for the every Driver to have category B & E on their driving licence. Cllr Chambers also undertook to consider how the potential purchase of a suitable vehicle could benefit other functions of Council.</p>
E12/97	<p>Marketing: (E12/82) Winslow Branding: Mrs Beattie & Curle will report progress at the next meeting</p>
E12/98	<p>Winslow Times Website Cllr Payne had spoken to some potential suppliers and ascertained that a facelift of the current site could be achieved for around £360 and a further £200 for provision of a content management process (future content management – including adding additional pages - to be undertaken by a Councillor and/or staff). He will now secure 3 quotes (to include the facility for a community calendar driven mainly by the existing Public & St Laurence Room booking diaries) approaching those contacts known to him as well as those from Mrs Beattie. Traders: (E12/83) 23 at August market (plus 3 paid no shows and 2 planned absences). 23 paid plus September and further 2 possible (2 planned break). It was further noted that the Council now has a pay-as-you-go mobile phone (07531 477 091) which should be in the possession of the Assistant Market Supervisor prior to and during each market –the number will need to be circulated to all traders with advice to use this number in case of non-attendance/late arrival.</p>
E12/99	<p>Community Stall September – Buckingham & Winslow Film Society Administrative structures for Markets, Events & Theatre ticket sales, promotional items and other "business" activities.(E12/85) The Clerk had circulated information about Community Interest Companies and a table comparing that option with various others. Mr Knight agreed to draw up and circulate Terms of Reference and an allocation actions list to be progressed during the month. It was noted that the Council's general sphere of activities is going to grow with the expansion of</p>

	the population and this too requires consideration and planning for.
	Other Events
E12/100	Theatre in the Villages (E12/86) no update – Cllr Cawte requested to circulate members with actions required prior to next meeting.
E12/101	Handmade & Vintage and Christmas Fayres (E12/87) Members RESOLVED to authorise payment of the 50% deposit to secure reindeers for Thursday 29 th November event whilst sponsorship is sought. Christmas lighting contractors and AVDC to be advised by the Clerk of the date to ensure all in place for light switch on.
E12/102	Opera (E12/88) This was reported to have been well attended and beneficial to traders and to the town generally.
E12/103	Olympic Torch (E12/89) This had proved to be an excellent event, many photos are yet to be published as approval is required due to the large number of images of children from local schools. Winslow was apparently the only town/village in Bucks to have organised any extra events and once again Winslow was generally felt to have “boxed above its weight”. Organisers estimated 4,000 to 6,000 lined the streets, the LOCOG estimate was 50% higher.
	Correspondence – none
	Items For Information
9.10pm	Meeting Closed
	Signed: (Chairman) at Meeting (date):.....