

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

	<p><b>Present:</b> Mr J Knight (Chairman) Cllrs Cawte, Chambers, and Payne (as indicated), Mrs J Beattie and Mrs Corben (co-opted) – (as indicated) <b>Apologies:</b> Cllr Knight (unwell), Mrs Curle (work) <b>Clerk:</b> B Bradford 1 member of the public was present throughout the meeting</p>
<b>E12/16</b>	<b>Declarations of Interest in matters to be discussed:</b> none
<b>E12/17</b>	<b>Minutes of Meeting on 9<sup>th</sup> January</b> RESOLVED that the minutes be signed as a true record. <b>Matters Arising</b> – E12/03 The FM Market Supervisor JD and tick sheet had been circulated to all Members and used at the February market. It seems suitable for regular use.
	<b>Items deferred from last meeting</b> none
	<b>Items delegated by Council 2<sup>nd</sup> February</b> none
<b>E12/18</b>	<b>Community Website - WINSLOW TIMES</b> Mrs Beattie reported that unfortunately work to resolve some access and design issues as well as launching the Winslow Diary had not been resolved as quickly as had been anticipated, she continues to work with the designer and anticipates a major poster driven publicity drive to launch Jubilee and Olympic Torch publicity on the site in the very near future.
<b>E12/19</b>	<b>Farmers Market:</b> The Chairman thanked everyone for their tremendous efforts to make the February market happen despite the snow, the Clerk will write to the residents who helped and the Chairman is preparing an article for the local newspaper and website. <b>Equipment</b> (E12/04) parts had been ordered, but not yet received. Number plate outstanding. RESOLVED that the hire request from Great Horwood for 4 <sup>th</sup> June, considered in light of Jubilee Committee draft programme, is not possible.
<b>E12/20</b>	<b>Marketing</b> (E12/05) as above, making relevant data from Making Local Food Work available to potential traders via a link on the FM website has not yet been achieved by Mrs Beattie.
<b>E12/21</b>	<b>Traders</b> Only 1 did not communicate their inability to attend Feb market, out of 26 stalls booked, 20 traded despite conditions. A further potential new stall is yet to be secured. <b>Community Stall March</b> – Winslow Combined School PTA October 2012. <b>Entertainment</b> – March, The Cantells have agreed to reschedule from February.
<b>E12/22</b>	<b>Other Events</b> <b>Administration</b> <b>Procedures for Working Party Run Events (E12/07)</b> A draft had been circulated for use in connection with events organised through Co-Opted Members and other organisations. Members considered that it would fulfil the needs of most eventualities and should be adopted with immediate effect.
<b>E12/23</b>	<b>Theatre in the Villages</b> - nothing to report <b>Music in Quiet Places</b> (E12/15) – Cllr Cawte reported no success as only a place of worship may host and proceeds of the event are retained by the host. Cllr Cawte will forward details to St Albans, via Mrs Corben, although it may be too late for this year.
<b>E12/24</b>	<b>Christmas Fayre and Handmade &amp; Vintage Events</b> – Clerk has now formally written to Chamber of Trade to request contribution to Christmas lights and the submission of accounts for these events.
<b>E12/25</b>	<b>Opera</b> - The Clerk and Mayor had received invitations to meetings which indicated that this project was about to be publicly launched Cllr Payne joined the meeting
8.28pm <b>E12/26</b>	<b>Olympic Torch</b> (E12/12) Mrs Beattie had circulated a proposal for activities on the day. Council had given its general approval and expressed its appreciation for the work that had been done thus far. The Clerk had <ul style="list-style-type: none"> <li>• secured use of Home Close;</li> <li>• written to nearby parishes also receiving the torch (to share information);</li> <li>• and to the Buckinghamshire Manager for the 2012 Games, Ian Barham, (requesting information of what is expected and what will be provided).</li> <li>• written to BCC re permission/guidelines for lining streets with bunting</li> <li>• AVDC agreement in outline to closure of the Market Square for the day</li> <li>• Rotary had offered members to act as stewards if required.</li> </ul> <p>Mrs Beattie reported that the Head of Winslow Combined School is most keen to bring the school to the event and will be liaising with feeder schools with a view to hosting them for a day of themed activities. There was general consensus that plans for the day should promote Winslow and retain visitors</p>

<p>8.30pm 8.35pm</p> <p>8.55pm</p> <p>E12/27</p>	<p>beyond the torch procession itself. Decision required in February on amount of bunting to purchase at 10p per metre (beyond 600m to be received free of charge) <i>Mrs Corben joined the meeting</i> <i>The meeting was adjourned for public participation</i> <i>Mr Cocks advised that:</i></p> <ul style="list-style-type: none"> <li>• <i>Torch and Jubilee event proposals must be submitted to the AVDC Safety Advisory Group.</i></li> <li>• <i>To apply for a road closure of the A413, which is unlikely to succeed, would cost £1,300.</i></li> <li>• <i>Care should be taken as to who is organising what activity and where liability will rest</i></li> <li>• <i>The Clerk expressed frustration at the lack of support and advice thus far offered to parishes on the route. As a member of the AVDC Safety Advisory Group working with the Local Olympic Organising Committee, Cllr Cocks offered to keep the Clerk informed.</i></li> </ul> <p><i>Meeting reconvened</i> It was agreed that Mrs Beattie progress her outline plan and that she/Clerk would liaise further with AVDC Safety Advisory Group. A specific plan for Market Square activities must be circulated and agreed at next meeting for submission to AVDC Car Parking Services for approval.</p> <p><b>Diamond Jubilee Celebrations (E12/13)</b> Mrs Corben reported on the first public meeting which had been very well attended and had drawn up the circulated draft plan for a 3 day weekend of activities designed to include something for everyone. Organisers for events aimed specifically at young people are not yet on board. The Clerk reported that Home Close will be made available for the Beacon and other Monday evening events. Members were very supportive of the proposals and noted that the next meeting is 9<sup>th</sup> February. Mrs Corben noted advice that a Temporary Event Notice may be required for the Monday evening event, also that a Safety Advisory Group application would be required for the whole weekend of activities.</p>
<p>E12/28</p>	<p><b>Correspondence</b> <b>SLCC Events Management Course</b> to be run at Newport Pagnell on 23<sup>rd</sup> February, cost £95. RESOLVED that the Clerk attend, the cost being met from the Training budget.</p>
	<p><b>Items For Information</b> – none</p>
<p>9.15pm</p>	<p><i>Meeting Closed</i></p> <p>Signed: ..... (Chairman) at Meeting (date): .....</p>