

Knutsford Town Council

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Minutes

of the

Events and Town Centre Management Committee meeting held 10th December 2018

In the Lower Council Chamber of the Town Council Offices

E18/052 Present

Cllrs Malloy, Coan, Beswick, Farber, Power, Hutchence and Wells-Bradshaw

In attendance: L Benskin (*Deputy Town Clerk*) and Cllr Gardiner

E18/053 To receive apologies for absence

Apologies were received from Cllr Mrs Wells-Bradshaw (personal business)

E18/054 To note declarations of members' interests

Cllr Wells-Bradshaw declared a pecuniary interest in the spirit of openness and transparency on the grounds of being employed by Event Buddha, the council's main events contractor. Cllr Power declared a non-pecuniary interest as a member of St Vincent's Church and a Catenian with respect to the Crib service.

Cllr Farber declared a non-pecuniary interest as being known to personnel in Event Buddha and Niche Events who were involved in the Christmas events.

E18/055 Public Participation

No members of the Public wished to speak

E18/056 To receive and confirm the minutes of the meeting held on 1st October 2018

It was **RESOLVED** to confirm the minutes.

E18/057 To consider the committee budget and spending to date

The budget and spend to date were discussed and noted.

E18/058 To consider amendments made to the committee budget

It was **RESOLVED** to propose the following amendments to those proposed changes:

- 401/4256 Christmas Events/Lantern Parade
Budget line removed for 2019 and considered for reinstatement in 2020
- 401/1999 Christmas Events/Misc Income
Increase of budget income from £750 to £1,000 by the reinstatement of a fairground or similar during the Christmas Weekend.
- 402/1200 Christmas Events/Market Income
Increase budget income from £17,950 to £18,900 by raising the stall fees for both

single days and full weekends for all stall types by £10.

- 440/4255 Music Festival/Event Costs
Reinstate the budget expenditure to £5,800 using the budget previously allocated to the Lantern Parade.
- 440/1320 Music Festival/Sales
Reduce the budget income from £7000 to £6000, noting this remains an increase on the 2018 budget income of £900.

E18/059 To receive a report from the Town Centre Manager

The report was noted.

E18/060 To discuss ideas and opportunities for promoting events

It was **RESOLVED** to request approval from Council to hold a stall at the Makers Market on no more than three occasions during the year to promote council events. It was agreed to investigate the use of signage at/near the Tatton Park Knutsford Gate and boards at the Makers Market to promote events.

E18/061 To review the WWI Commemorations

The success of the events was noted, and the committee expressed its pleasure that the dedication service for the Centennial War Memorial and Remembrance Sunday were so well attended. The committee thanked Mrs Sylvia Chaplain for her valuable work in connection with the commemorations and the Remembrance Discovery Trail. The committee recorded its thanks to Knitsford for their hard work with the poppy displays throughout the Town.

E18/062 To provide feedback on the Pumpkin Path and Christmas Events

It was noted that the Pumpkin Path was very well attended but that the locations of any performance pieces during the event should be located so as to avoid bottlenecks. It was suggested that a briefing be prepared for businesses in advance of the event to make them aware of the number of likely visitors, volume of sweets likely to be needed and resulting costs involved.

It was noted that the park and ride was well used during the Christmas weekend and it was agreed it should be replicated in 2019. It was highlighted that signage referring to the park and ride with the town centre car parks and generally would be a worthwhile addition. The committee requested that consideration be given to whether a location could be found for a similar service in the North West side of the town.

The committee expressed its thanks to officers for their hard work in organising and running the Christmas events.

E18/063 To consider matters related to the 2019 Town Awards

Members noted the arrangements for the event.

E18/064 To consider matters related to the 2019 Knutsford Music Festival

It was **RESOLVED** to approve the outline plan for the event and delegate authority to officers to organise the same in consultation with the Music Festival working group. The committee requested that a brass band performance on the Moor be considered in addition to the plan provided.

E18/065 Member questions to the Clerk

No questions were raised.

E18/066 To consider the actions log

The action log was reviewed and updated where necessary. The committee requested a further attempt for the sale of the old Christmas lights take place in the new year, before they were placed on eBay.

E18/067 To note the date of the next meeting (04/02/2019)

The date was noted.

FINAL