

Committee	FULL COUNCIL
Date	12th August 2019
Agenda Item	11

Meeting of Events working group 29/07/19

Present: Cllr Jackie Pell (Chair), Cllr Janet Atkinson, Cllr Linda Smith, Cllr Andy Munday, Cllr Mick Radley, Town Clerk Sarah Greateorex

The meeting discussed the regular events organised each year by HTC

1.Torchlight 2019 Wednesday 4 December 18.30

The torchlight procession event is organised through the HTC office in collaboration with the mayor. In 2018, as the Salvation Army informed us that they were unable to march down the High Street and play their instruments, other substitutes were sought but no satisfactory solution was found. The cadets marched in the end but they walked faster than the dignitaries and there was no music.

Salvation Army have confirmed that they can play in the bandstand in 2019.
Cllr Munday has requested that Halstead choral be invited to sing in the public gardens
Cllr Smith suggested that another local choir, Vocal Reflections, might also be invited to sing.

For 2019, Cllr Pell suggested that we have the arrangement used for the charity fundraising at Christmas – the sleigh on the trailer drawn by the tractor with the PA system producing music.

Action: SG to ask Jason and Steve if they are willing to do this
SG to contact Halstead Choral and Vocal Reflections
SG to contact Jim Davis to confirm snow machine
SG to explore purchase of new PA system
AM to liaise with Katie de Bourcier and Sheenagh Evans over order of service
AM to encourage councillors to attend

2.Christmas lights

As one of the strings of lights burnt out on the Christmas tree in 2018, a new one should be purchased.

Action : SG Purchase of lights to go on agenda for September

3.Christmas lights contract

As the Christmas lights contract reaches its third year at Christmas 2019, there will be a need to put the contract out to tender in the early new year.

Action SG

- **Draw up specification of what we do/how we do it/ who does what/photos/layout → accurate picture for the tender**
- **Specify the role of Jason and Tim, and their remuneration**
- **Dates for erecting/taking down**

4.Easter Egg hunt

Following the departure of Cllr Diver, Cllr Smith offered to take on the organisation of the Easter Egg Hunt which in 2020 will run in the school holidays from 6 – 17 April.

5.Bands in the park 2020

There is a budget of £1200. It was suggested that we try a more local band rather than having Route 66 again.

Banners/ posters to include Trinity church as alternative location in case of rain

**Action SG : contact local band Anything Else (£250)
contact Sheringham Shantymen (£500) as second band in July
check dates of other organisations in Halstead**

6.Dates for 2020

Christmas lights switch-on Saturday 28/11/20
Torchlight Wednesday 2/12/20
Senior citizen parties 26 + 27/11/20

7.Extra events 2020

Summer Fayre 2 August 2020 – with a donation to the Mayor's charity

A winter warmer concert/dance in February in the Queens Hall in aid of the Mayor's charity

Coffee with Councillors – Monday in March in Queens Hall – as an open forum for issues of concern – and then 6-monthly if successful

Sculpture trail along River walk in summer

**Action: SG contact Fat old Dad/ talk to staff/ find a date
SG contact organisations to go in events leaflet
HTC to approve wording on banners
SG and Cllr Atkinson to liaise over sculpture trail
SG to contact BDC over grant for printing leaflet**

Next meeting 7/10/19 9.00 in upstairs room at Queens Hall