

Committee	FULL COUNCIL
Date	11th February 2020
Agenda Item	16

Minutes of meeting of events group 13 January 2020 10.00 Queens hall

Present : Jackie Pell, Linda Smith, Peter Caulfield, Mick Radley, Andy Munday, Sarah Greateorex

1. Christmas lights tender 2020 - 22

There were many constructive suggestions for improving the wording of the tender document. These will be incorporated and the tender document will then be brought to Full Council for approval on 11 February. The closing date for submitting tenders will be 6 March 2020, so that the tenders can be considered before the next Council meeting on 16 March.

It was agreed that the tender should be advertised on the website, in the local press and on social media, and to specific suitably qualified electricians in the area.

2. Winterwarmer event in Winter 2020 Leap year dance on Friday 28 February

Linda and Andy volunteered to help on the door with Sarah. Other Councillors should be asked to commit to fundraising events put on by HTC.

It was suggested that we might hold a raffle.

3. Events leaflet

Leaflet being printed 2/3 January. £500 has been secured from Braintree to offset printing costs. Total cost of printing will be similar to last year around £750.

It was agreed that these should be distributed to local estate agents, to building site offices and the library. An online version will also be made available on the website.

4. Coffee with councillors

It was agreed to experiment with a councillor surgery morning, but all agreed that the atmosphere and the coffee would be better at the Coffee Kavern. The café has agreed to host the surgery on 18 March 10.00 – 12.00.

The events group assumes that councillors will attend unless they are already otherwise committed.

5. Bands in the park 2020

a) *Sarah and the others* booked for 21/6/20 14.00 – 16.00

b) *Sheringham Shantymen* booked 19/7/20 14.00 – 16.00

c) *Beavers* booked for 16/8/20. Adult tickets for £5 14.00 – 18.00

The group agreed that the bands should be widely advertised on social media as well as through conventional posters. Leanda at BDC Tourism should also be asked to help advertise.

It was agreed that the Beavers concert would be a big event which would need to be properly managed, and might even need wristbands as it is a paying event. Assistance would also be needed from Councillors. The Empire should be consulted as they have a great deal of experience in managing events.

6.Switch-on

It was agreed to wait until later in the year before broaching the Santa role with Mac. He would like to do it again if well enough.

7.Torchlight 2020 Wednesday 2 December 18.30

This has become a very large event. It is not possible for the HTC staff to manage it any longer without a full team of councillor volunteers/ others employed to provide help. Torches have been ordered for 2020. The organisation of this event to be discussed in detail.

It was suggested that a subgroup be formed just to manage the Torchlight event.

It was felt that there was too big a gap between the frontrunners arriving in the park and the start of the carols. It was thought it could be helpful to apply for a rolling road closure of the High Street and use of the other entrance to the public gardens as well to speed up the arrival of the crowd. It was felt that there should be a team of marshals in hi-vis jackets and a lead marshal in charge of the event. There should be a detailed management plan for the event, with the lead marshal deciding when the torches should be lit.

The Clerk was asked to contact the Halstead Roadrunners to ask if they will help with marshalling. This has been done but there is so far no response.

The Clerk was asked to contact Tony Jones, to secure the marching band for 2020. This has been done and the band has been confirmed.

A new PA system has now been purchased to alleviate any difficulties with sound production at the top of the town at the beginning of the torchlight procession.

8.Event management

It was agreed that more work needs to be done in general on the management of larger events, and that the Empire trust should be consulted as they have a great deal of experience.

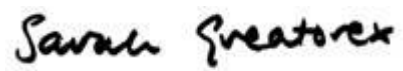
10. AOB – Easter Egg hunt

This will be managed by Linda Smith in collaboration with Lorraine.

11.Next meeting

23/3/20 10.00

Recommendation: that HTC approves the Minutes of the events group meeting.

A handwritten signature in black ink, appearing to read "Sarah Greateorex". The script is cursive and somewhat stylized.

Sarah Greateorex

Town Clerk