

WHITEHAVEN TOWN COUNCIL – MEETING MINUTES

Meeting: Xmas Event Sub-Committee	Location / Date / Time: Civic Hall 250816 1700hrs
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Present: Cllr Darren Elliot - Chair (nominee) Cllr Gavin McKew Cllr Jeanette Forster Cllr John Kane Cllr G Roberts – ex officio Cllr C Maudling – co-optee Cllr W Kirkbride – co-optee Cllr A Forster – co-optee L Abrahams - Clerk	No Press Public C Maudling A Forster W Kirkbride
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ITEM	DETAIL	INITIALS
	In the absence of a Chair the Clerk opened the meeting.	
001/16	AGENDA ITEM 1 Apologies for absence NONE	
002/16	AGENDA ITEM 2 Declarations of interest Members of CBC – taken as read	
003/16	AGENDA ITEM 3 Public participation. NONE	
004/16	AGENDA ITEM 4 Press and Public Exclusion NOT REQUIRED	
005/16	AGENDA ITEM 5 Minutes of Previous meeting. NONE	
006/16	Motion proposed by Cllr Roberts 2nd Cllr J Forster Amend order of meeting to 7A, 7B, 6A, 6B - RESOLVED	

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007/16	<p>AGENDA ITEM 7A Nominations for Committee Motion to accept New nominations C Arrighi GMcK DE J Forster GMcK DE G Roberts GMcK DE RESOLVED to accept Nominations</p> <p>The nominated Members joined the Committee</p>													
008/16	<p>AGENDA ITEM 7B Co-options for Committee Motion to accept Co-options</p> <table border="0"> <thead> <tr> <th>Nominee</th> <th>Proposer</th> <th>Seconder</th> </tr> </thead> <tbody> <tr> <td>C Maudling</td> <td>GR</td> <td>JF</td> </tr> <tr> <td>A Forster</td> <td>GR</td> <td>JF</td> </tr> <tr> <td>W Kirkbride</td> <td>GR</td> <td>JF</td> </tr> </tbody> </table> <p>RESOLVED to accept co-options</p> <p>The nominated Members joined the Committee</p>	Nominee	Proposer	Seconder	C Maudling	GR	JF	A Forster	GR	JF	W Kirkbride	GR	JF	
Nominee	Proposer	Seconder												
C Maudling	GR	JF												
A Forster	GR	JF												
W Kirkbride	GR	JF												
009/16	<p>AGENDA ITEM 6A Appointment of Chair To accept nominations from Members</p> <p>Cllr Elliot was proposed as Chair by Alan Forster and seconded by G Roberts RESOLVED</p> <p>The Chair took over the Meeting</p>													
010/16	<p>AGENDA ITEM 6B Appointment of Vice Chair To accept nominations from Members Motion to appoint Vice Chair Cllr Maudling was proposed as Vice Chair by Cllr McKew & seconded by Cllr Elliot. RESOLVED</p>													
011/16	<p>AGENDA ITEM 8 Terms of Reference Amend Terms of Reference to include compliance with Media Policy Motion to accept and agree amended Terms of reference. RESOLVED</p>													

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012/16	<p>AGENDA ITEM 9 Event date & programme of events Cllr Maudling proposed Sun 20th November 2016 An alternative of Sat 26th November was proposed Cllr Maudling stated that Jolan was booked for 20/11/16. Cllr Maudling stated that the Civic Hall was booked for 20/11/16 Cllr Kane asked is Jolan definite. Cllr Maudling stated that the continental market does not bring in business Cllr McKew stated that Sunday was better for parking Cllr Maudling stated it should align with the start of the retail xmas shopping</p>	
013/16	<p>Motion to Agree date of lights switch on A vote took place for Sunday 20th November RESOLVED No objections</p> <p>A draft program was discussed CFM stage Fair Lowther street Vendors Lowther street Jolan civic hall – Sunday night Darling Manor Super heroes Christmas trees Ice rink Reindeers Whitehaven youth Theatre Whitehaven Male choir Salvation army Other musical events and street entertainment.</p>	
014/16	<p>Motion to agree draft programme of events RESOLVED No objections</p>	
015/16	<p>AGENDA ITEM 10 Review of 2015 – ex chair report Motion to accept report RESOLVED</p>	
016/16	<p>AGENDA ITEM 11 Feed Boxes- discuss and agree way forward Motion to obtain estimates RESOLVED</p>	
017/16	<p>AGENDA ITEM 12 Licence application & Event plan Motion for Clerk to progress RESOLVED</p>	

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018/16	<p>AGENDA ITEM 13 Review and Agree budget Motion to accept budget A budget was discussed and it was agreed to recommend to FC that a budget of £30,000 be underwritten. A budget for feed boxes of up to £10,000 agreed subject to report on condition of feed boxes. RESOLVED to recommend to FC</p>	
019/16	<p>AGENDA ITEM 14 Review and Agree Ice Rink options Motion to recommend inclusion to FC RESOLVED</p>	
020/16	<p>AGENDA ITEM 15 Motion to agree Recommendations to Full Council Christmas Events Sub-Committee Agenda Item 15 Recommendations to Full Council A At a meeting today of the Christmas Events Sub-Committee the I was elected Chair and Cllr. Maudling was elected Vice Chair. Cllrs Forster and Arrighi were nominated as new Members . Cllrs C Mauding, A Forster & W Kirkbride were co-opted members. Christmas Lights Switch on was discussed and matters pertaining thereto. 1.0 Date Sunday 20th November 2016 to tie in with a retail shopping promotional event. A brief synopsis of the highlights are:</p> <ul style="list-style-type: none"> • JOLAN to switch on lights • JOLAN concert at Civic Hall with gold and silver sponsorship packages. • CFM Stage with local performers • Fairground on Lowther Street • Vendors on Lowther Street & King Street • ICE RINK for period of 4-6 weeks • CIVIC Hall Events • Reindeers • Carol Concerts & Musical events in Market bandstand • Street Performers <p>And much more, a full presentation will be given to the Next Full Council. 2.0 Funding The Christmas Events Committee would like to recommend to Whitehaven Town Council that they underwrite a projected cost of £30,000. This is anticipated to be the overall outlay with the following returns. Circa. £10,000 from sponsorship packages of the Jolan Concert, the Ice rink, lottery for switch on, Banners, and product placement. Circa. £10,000 Revenue from Ice rink and other vendors. Leaving an estimated on-cost to WTC will be circa. £10,000.</p>	FC250816

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	<p>There will be a projected additional cost of up to £10,000 to repair or replace the electrical feed boxes, this will be assessed on a as required basis and the CAPEX amortized over a 4 year period.</p> <p>RESOLVED TO RECOMMEND TO FC as above noted report</p>	
021/16	<p>AGENDA ITEM 16</p> <p>Any matters Cllr's wish raised at the next meeting</p> <p>Events</p> <p>Sponsors</p> <p>Responsibilities</p> <p>Budget</p> <p>Jolan sponsors</p>	
022/16	<p>Agenda Item 17</p> <p>Date and place of Next Meeting</p> <p>To confirm the date and place of the next meeting.</p> <p>Thursday 1st Sept</p> <p>6PM</p> <p>Civic Hall</p> <p>The Meeting ended at 18.25hrs</p> <p>These minutes are a true and accurate representation of the meeting</p> <p>Signed <u>MR D Elliot</u> CD Elliot Chair</p> <p>Date <u>8.9.16.</u></p>	