

WHITEHAVEN TOWN COUNCIL – MEETING MINUTES

Meeting: Xmas Event Sub-Committee	Location / Date / Time: Civic Hall 080916 1800hrs
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Present: Cllr Darren Elliot - Chair (nominee) Cllr Gavin McKew Cllr Jeanette Forster Cllr John Kane Cllr C Arrighi Cllr R Gill – ex officio Cllr C Maudling – co-optee Cllr W Kirkbride – co-optee Cllr A Forster – co-optee L Abrahams - Clerk	No Press Public Ann Kelly Julie Boag Apologies Cllr G Roberts
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ITEM	DETAIL	INITIALS
	In the absence of a Chair the Clerk opened the meeting.	
023/16	AGENDA ITEM 1 Apologies for absence G Roberts NONE	
024/16	AGENDA ITEM 2 Declarations of interest Members of CBC – taken as read	
025/16	AGENDA ITEM 3 Public participation. A Kelly J Boag	
026/16	AGENDA ITEM 4 Press and Public Exclusion NOT REQUIRED	
027/16	AGENDA ITEM 5 Minutes of Previous meeting held on 250816 Approved as a true and accurate record	

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028/16	<p>AGENDA ITEM 6 Terms of Reference RESOLVED</p>	
028/16	<p>AGENDA ITEM 7 Media Policy Review of media policy – Motion for all press releases to be made through the Clerk in consultation with the Chair RESOLVED</p>	
029/16	<p>AGENDA ITEM 8 Integration of Christmas Events with Whitehaven Market RG Clerk to Liaise with events AA Continental market on same weekend Motion to ensure events align RESOLVED</p>	
030/16	<p>AGENDA ITEM 9 Event date & programme of events Motion to confirm recommendations of FC 250816 Motion amended to 201116 RESOLVED</p> <p>CM stated JOLAN booked and was asked to provide booking confirmation and costs to the clerk.</p>	
031/16	<p>AGENDA ITEM 10 Agree draft budget for approval by FC Motion to agree draft budget Circa £40K to be underwritten by FC clerk to project actual costs RESOLVED</p>	
031/16	<p>AGENDA ITEM 11 Stakeholders, participants and sponsors Motion to Agree and nominate responsibilities on committee for contacting the above. RESOLVED Invite Round Table / Lions Invite Lee Butterworth</p>	
032/16	<p>AGENDA ITEM 12 Feed Boxes- discuss and review costs Motion to agree best option Clerk to confirm if CCC can do the work Clerk to invite tenders for work RESOLVED</p>	

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033/16	<p>AGENDA ITEM 13 Licence application & Event plan, emergency services Review draft Plan Motion to recommend to FC DEFERRED</p>	
034/16	<p>AGENDA ITEM 14/15 Ice Rink location, dates and booking JK proposed ice rink be for 6 weeks not 3 Motion to book ice rink RESOLVED</p>	
035/16	<p>AGENDA ITEM 16 Review and Agree budget Motion to agree recommendation to FC Date Sunday 20th November 2016. 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>	
036/16	<p>AGENDA ITEM 17 Any matters Cllr's wish raised at the next meeting Events Security Plan Buses into town Window dressing competition Charity buckets</p>	
037/16	<p>Agenda Item 17 Date and place of Next Meeting To confirm the date and place of the next meeting.</p> <p>15/09/16 informal The Meeting ended at 19.2hrs</p> <p>These minutes are a true and accurate representation of the meeting</p> <p>Signed _____ CD Elliot Chair</p> <p>Date _____</p>	

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