



BISHOP AUCKLAND  
TOWN TEAM

**BISHOP AUCKLAND TOWN TEAM  
Town Team Events Sub-Group**

Thursday 25<sup>th</sup> January 2018 at 5:15pm

The Park Head County Hotel, New Coundon  
Bishop Auckland

**Meeting Minutes**

**Those present:**

Alan Anderson, Clive Auld (Chair), Rob Berry, Lee Brownson, Nigel Bryson, Gillian Campbell, Claire Gibbons and David Wilson. David and Pam Pott who organised the Advent Windows were in attendance.

Claire Gibbons thanked the group for her present, which was in recognition of the support she and Tony had given to the Events Team.

**1. Apologies**

Apologies were received from Maureen Davison, Clare Davison and Peter Heslop.

**2. Minutes of the last meeting – 11<sup>th</sup> January 2018**

The minutes were accepted as an accurate record.

**3. Matters Arising**

There were not matters arising that were not on the agenda.

**4. Advent Window Project**

The group gave their appreciation to David and Pam Pott who were central to the organising of the Advent Window Project. The feedback had been universally positive, and a formal evaluation was being undertaken by Gillian. The results should be available at our next meeting.

The event had received some great publicity and had given a lift to the Town in the lead up to Christmas. We discussed the possibility of running the event again but with a different theme. It was also noted that more businesses had indicated that they would like to take part in future. We would need to reflect on how we could organise more than 24 shops.

Pam indicated that she was already working on the possibility of an event based around story telling. David and Pam were again thanked for their efforts in making the project a success. We would be submitting a report to the grant provider. Clive and Alan were thanked for their considerable work during December.

**5. (1) Banners in Newgate Street**

Feedback was given on the meeting with Deniece Wanley from Kynren where the following was agreed:

- Kynren would design free and pay for two thirds of the cost of replacing all the banners. These would have the Town team logo on and space for individual company names.

- Kynren would pay for an advert on the back page of the A5 calendar publication.
- The Events Team would try to identify 20 roadside locations for promotional banners to be erected on private land or buildings. Kynren would provide the banners and the Town Team would have the opportunity to gain income from sponsors.

We would be looking to get the design done as soon as possible, as it is planned to have the banners in position for the Food Festival on the 21<sup>st</sup> April.

**(2) 2018 Calendar:** Lee circulated a mock-up of the of the A5 booklet and all the advertising space had been sold. Hence the publication costs had been covered. The text was reviewed page by page and amendments made. Lee said he would circulate an amended version for final comments and then send it to print. 3,000 would be printed.

## **6. Railway Event**

On Saturday 14<sup>th</sup> July 2018, the Railway Station will be holding their community event again. Last year it coincided with Busker's Day. However it was agreed we should take a table at this year's event

## **7. Town Team Finances**

Alan discussed the cost of the events for last year and – overall – it cost around £6,200 to support the year's events. The group discussed what we were planning for 2018 and we will need to generate more funds. It was agreed that once the Annual Report was ready, we would seek funding at the Town Council and any other appropriate source of finance.

## **8. Any Other Business**

**Forces Support:** Karen Smith introduced herself as the manager at Forces Support in the New gate Centre. They were organising an open day at the Newgate Centre on the 7<sup>th</sup> April. Karen was seeking promotional support from the Events Team for the open day. Given that the Tank initiative will have its final day on the 14<sup>th</sup> April it was suggested we link the tow events to make a week related to the forces/commemoration theme.

**Food Festive:** It was suggested that the Town Team have a stall at the Food Festive.

## **9. Date of next meeting**

The next meeting will be on Thursday 8<sup>th</sup> February 2018 at 5.15pm in the Park Head Hotel.