



BISHOP AUCKLAND  
TOWN TEAM

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

Thursday 8<sup>th</sup> February 2018 at 5:15pm

The Park Head County Hotel, New Coundon  
Bishop Auckland

**Meeting Minutes**

**Those present:**

Alan Anderson, Clive Auld (Chair), Nigel Bryson, Gillian Campbell, Maureen Davison, Clare Davison, Karen Porter, Karen Smith and David Wilson.

**1. Apologies**

Apologies were received from Rob Berry, Lee Brownson, Claire Gibbons and Peter Heslop.

**2. Minutes of the last meeting – 25<sup>th</sup> January 2018**

The minutes were accepted as an accurate record.

**3. Matters Arising**

Karen Porter passed on the thanks of Joy Allen, the organiser of the Suffragettes March, held on the 3<sup>rd</sup> February. Alan, Clive, Gillian and Nigel had been stewards on the day, along with Town Ambassador John Crick. The event had been a great success and the efforts of the Events Team had been appreciated by the organisers.

The Town Team had booked a table at the Railway Community Event on Saturday 14<sup>th</sup> July, being held at the Railway Station.

**4. Banners in Newgate Street**

A design had been circulated to those who had met Deniece Wanley from Kynren on 22<sup>nd</sup> January 2018. This would incorporate the Town Team logo and have space for businesses to put their name in. We would look to keep the £100.00 sponsorship charge.

However, a quote from Curious 12 indicated that the print cost would be £2,475.00. It was suggested that we get the specification of the materials of the banners and get quotes from local printers in the area, to reduce the costs. Kynren had agreed to pay the design costs and contribute £2,000.00 to the production costs. The Town Team therefore would need to get an estimate for erecting the banners and removing them in the Autumn.

The proposal to help Kynren identify 20 locations for temporary banners was accepted. Clive had discussed this with a local property developer and a few sites had already been identify. Nigel, Clive and Alan would meet to identify other suitable locations.

**5. Town Team Booklet**

The Event Calendar had been completed and Lee was only waiting for the Kynren advert artwork. The adverts being paid for meant the publication would cover its financing and be cost neutral to the Events Team.

## 6. Finance

Karen confirmed that we should be able to seek grant funding again for the Advent Calendar event this year.

Gillian identified a few sources of funding that may help in funding the events being planned this year. A funding workshop was being held on the Monday 11<sup>th</sup> February and Gillian would be attending.

It was re-confirmed that once the Annual Report was ready, we would seek funding at the Town Council and any other appropriate source of finance.

## 7. Any Other Business

**Forces Support:** Karen Smith outlined the events that were being planned for Saturday 7<sup>th</sup> April in the Newgate Centre. These included:

- A fashion show being organised with Jean Wombwell of Trimmers Hair Stylists.
- Bishop Auckland College will supply models and hair stylists.
- Face painter.
- Getting individual shops to dress their windows.
- School involvement.

The Events Team will be supporting the event and we will link this with the Tank Comes to Bishop event the following Saturday.

Karen also gave the background to the Charity's memorial gardens in the homes of the families whose loved ones have died on active service. They landscape gardens and place a seat in a suitable location, with a memorial, so that people can have a place of remembrance in their own home. Karen read a moving written piece that one woman wrote on what having such a remembrance garden meant to her.

**Food Festival:** We needed to book a stall at the event.

**Bishop Better Together:** Sheila from the Town Council had pointed out that the planned horticultural show would need to be put back a week. As we were about to print our Calendar it was agreed that Lee would be contacted to amend the Calendar before it goes to print. We would look to have a stall at this event.

## 8. Date of next meeting

To be confirmed.

	Action	Who	Deadline
1	Locate sites for roadside banners	Clive/Nigel/Alan	16:2:18
2	Printing quotes	Alan	22:2:18
3	Amend Calendar in September – contact Lee	Alan	12:2:18
4	Annual Report	Nigel	19:2:18