



BISHOP AUCKLAND  
TOWN TEAM

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

Thursday 20<sup>th</sup> September 2018

The Merry Monk, Market Place  
Bishop Auckland

**Meeting Minutes**

The meeting was originally planned to be held at the Park Head Hotel. Unfortunately, the Park Head Hotel suffered a power cut and we had to find an alternative venue at short notice. We reconvened at the Merry Monk, starting at 5.30pm.

**Those present:**

Alan Anderson, Clive Auld (Chair), Nick Brown, Lee Brownson, Nigel Bryson, Gillian Campbell, Clare Davison, Maureen Davison and Dave Wilson.

**1. Apologies**

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

**2. Minutes of the last meeting held on the 13<sup>th</sup> September 2018**

The minutes were accepted as an accurate reflection of the meeting.

**3. Matters Arising**

Clive announced that David Madden, CEO of Auckland Projects, had invited Clive to open the Auckland Tower on the 20<sup>th</sup> October 2018. This gave recognition to the Town Team that the work they did was appreciated. The group agreed and gave Clive their support in his role at the opening ceremony.

The list of actions from the previous meeting was reviewed.

1 Payment from Bescal had not been received yet. Alan would give them a few more days and if not received, he and Clive would visit the dealer.

2 Gillian had sent the feedback forms to the dealers attending the New Car Show and had received one reply.

3 The date for a meeting in November on communications was put back till the next meeting.

4 The item on digital advert boards needed to be referred to Claire Gibbons.

5 Nigel still needed to contact the Military Vehicle Group in Spennymoor to check the 1940s date next year didn't clash with the 75<sup>th</sup> Anniversary of D-Day.

7 Availability of tank from Wolsingham needed to be referred to Claire Gibbons.

Other actions arising from the previous meeting were covered in the agenda items.

#### **4. Bishop Celebrates Together – 29<sup>th</sup> September 2018**

The main part of the meeting was discussing the forthcoming event on Saturday 29<sup>th</sup> September.

An update on the progress made included the following:

- A Traffic Management Plan from Premier was circulated to show the road closure. It was suggested that a 'Slow Down' sign be added to the corner of Silver Street/North Bondgate, as traffic would be heading to a greater number of pedestrians visiting Auckland Tower/Castle. Nigel would contact the company with the request.
- The positioning of vehicles, stalls, the stage, gazebos and children's play areas was discussed. The initial proposals were submitted following Nigel and Alan's site visit on Tuesday. The positioning was agreed and Lee would draft a plan and send it to Nigel.
- Nigel would circulate the vendor positioning on the closed roads and Market Place to the vendors, with a suggested set up time.
- Ark on the Edge would not be able to provide a 'dog sitting' service outside the Town Hall for dog walkers visiting the Horticultural Show.
- Alan and Clive would approach the Town Hall to see if the room adjacent to the entrance could be used to house the St John's Ambulance First Aid post.
- Some vendors had still not paid yet and Alan would contact them.
- Contact had not been made with the stage company and Lee gave the contact number to Nigel B for him to contact the company directly.
- It was suggested that the volunteers be in the Market Place at 8.00am to set things up. Nigel, Lee, Maureen, Clive, Alan, Nick, Dave, Claire and her Mam and Peter Heslop [Morning only] would be available on the day. Rob would be contacted once he is back off holiday.
- Nigel had asked volunteers from the Town Ambassadors to be available and those coming forward would be identified to the group.
- The leaflets were now available and many had been distributed already. It was agreed that the remainder be distributed to specified streets in different parts of Bishop Auckland.
- Clive would approach the three stage sponsors for the logos so that the stage banner could be printed up.
- Volunteers for Bishop the Boar had been identified. Glen Dixon could do a morning session and Nick in the afternoon. Others may be approached if we thought the Boar needed a further appearance.
- Lee confirmed that Auckland Projects would pay for 50% of the road closure costs. We would need to send an invoice – Nigel and Alan would sort this out.
- It was agreed that we would have a site visit on Thursday 27<sup>th</sup> September and use the Merry Monk to finalise and remaining actions.

#### **5. Advent Windows**

Gillian had confirmed that the AAP bid via Cllr Tanya Tucker had been submitted. Funding for the storytelling had been secured by Pam and David Pott. This meant that we still needed to submit a bid to the Durham Community group, which was successful

at last year's event. Gillian was collecting information for this and had circulated a request.

Alan reported that we still needed 4 shops to match the 24 organisations that David Pott had already secured. Alan and Clive would approach appropriate retailers to secure the remaining four that were needed. We should have the 24 shops by the 30<sup>th</sup> September at the latest.

## **6. Monster Saturday – Saturday 27<sup>th</sup> October 2018**

It was agreed that:

- Lee confirm the booking of 'Flash' magic act for an hour, which would cost £160.00.
- The Newgate Centre could be used for staging the event and David confirmed this
- The face painter would be booked again.
- Gillian agreed to approach Spectrum to see if they were available to perform on the day.
- Rob Berry would be approached to secure Ian Jary's act, if he was available

## **7. Any other business**

There was no other business.

## **8. Date of next meeting**

Thursday 27<sup>th</sup> September 2018 at 5.00pm in the Market Place, then the Merry Monk for a final discussion on the Bishop Celebrating Together arrangements.

**ACTION FROM TOWN TEAM EVENTS MEETING: 20<sup>th</sup> SEPTEMBER 2018**

<b>No</b>	<b>Action</b>	<b>Who</b>	<b>When by</b>
1	Payment from Bescol	Alan	27:9:2018
2	Meeting in November – agree next meeting	All	27:9:2018
3	Digital advert boards - cost	Claire	27:9:2018
4	Check date for 40s event in 2019	Nigel	27:9:2018
5	Availability of tank from Wolsingham	Claire	27:9:2018
6	'Slow Down' sign request to Premier	Nigel	24:9:2018
7	Vendor map	Lee	21:9:208
8	Circulate map/set up time to vendors	Nigel	24:9:2018
9	Approach Town Hall for First Aid room	Clive/Alan	25:9:2018
10	Collect outstanding vendor payments	Alan/Rob	27:9:2018
11	Secure information from Stage Company	Nigel	25:9:2018
12	List of Town Ambassador volunteers	Nigel	27:9:2018
13	Logo designs from Stage Sponsors	Clive	21:9:2018
14	Funding bid application	Gillian	27:9:2018
15	4 remaining shops for Advent Windows	Clive/Alan	30:9:208
16	Monster Saturday acts	Gillian/Bob/Lee	27:9:2018
17	Road Closure invoice to Auckland Projects	Alan/Nigel	25:9:2018