



BISHOP AUCKLAND
TOWN TEAM

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

Thursday 1st November 2018

The Park Head County Hotel, New Coundon
Bishop Auckland

Meeting Minutes

Those present:

Alan Anderson, Clive Auld (Chair), Nick Brown, Lee Brownson and Nigel Bryson.

1. Apologies

Apologies were received from Claire Gibbons.

2. Minutes of the last meeting

There were no minutes of the meeting held on the 25th October 2018.

3. Monster Saturday – 27th October 2018

There was a comprehensive discussion of the event and the following were the main points:

- Overall the event was successful, the Newgate Centre was full for most of the event times – 10.30am till 2.30pm; and many children dressed up in costumes.
- The event was one of the best Monster Saturdays that had been held. Not using the stilt walkers or zombies had no apparent negative impact on the audience.
- The costume parade was popular and was well attended.
- Flash the Magician been well received by the children and he attracted – and maintained – a large audience over an hour.
- Both the Spectrum Roller skaters and Sandra Welsh dancers provided good entertainment and were well received.
- In view of the advertising given to the Halloween shop in McIntyres, more decorations had been anticipated.
- The last magician act did not hold the audience and tended to phase out towards the end.
- Lee's mixer unit failed to work on the day. As he only used this for Town Team events, it was agreed we buy a new one for him to use at future events.

Overall it was felt that this year offered more value for money than other Monster Saturday events. This vindicated the use of the Newgate Centre instead of the Market Place and not hiring the stilt walkers and zombies.

4. Advent Windows

Clive reported that he had met with Hazel from Innovations and their carpenter. They discussed what we needed in terms of a window cover, prior to opening each of the 24 windows from the 1st to the 24th December.

An idea was considered, and they had agreed to develop the concept around using half a table tennis table to support a wooden framework holding a curtain. It is anticipated that the framework would be ready the following week. In discussion it was accepted that we may have to pay for a waterproof curtain – with an appropriate logo – to be used on the frame.

Funding: A problem had arisen with the AAP money underpinning the organisation of the Advent Widows. In a meeting with Sheila Metcalfe, she had insisted that no publicity of the AAP could be given until the money had been formally signed off.

Also she had requested additional information on three items. This could be provided the following day. If this could be delivered tomorrow, we *might* receive the formal letter on Monday. This was holding up the publication of the combined Town Council Switch On/ Advent Window/Christmas/Small Business Saturday leaflet.

This had been discussed with Sheila Horner at the Town Council and a solution could be to:

- a. send the pdf leaflet without the AAP logo to schools as soon as possible and promote the events on social media; and
- b. print the leaflets as soon as possible with the AAP logo, once formal confirmation of the money had been given.

This action was agreed.

While the map had been a source of some redesign and comment, Lee confirmed that it finally been agreed with Jane Crawford.

5. Christmas

While the times of the Santa events and locations had been agreed, it had been proposed that Rudolf the Red Nosed Reindeer and Snow Queen stilt walkers should be hired, if not too expensive.

Alan had discussed this with Mint. For the two performers over two days [15th and 22nd December] would cost a total of £800.00 + VAT. There was an issue about VAT and Alan had asked Mint to review the price.

It was agreed that we would look at any revised offer against the funding we have available.

In discussion with a member of staff at the Angel Trust Halloween shop, there was a possibility they may hold a Santa Saturday during December. It was pointed out that two Santas opposite each other on the same day, would not be good for the children. It was agreed that Clive would contact Beryl to confirm what they were doing.

6. Finance

Alan reported that Caps Off, the Merry Monk and Auckland Project payments were outstanding from the Bishop Better Together event on the 29th September. He would keep following these up.

A discussion took place on the Town Council timetable for considering their 2019 budget. The Finance Committee would meet on 4th December and papers for that meeting would be submitted on the 27th November. This meant that our submission for a grant would need to be agreed before the 27th November.

It was agreed that we needed to project our estimated costs and funding revenue for next year. This would form the basis of a request to ringfence a budget amount for the Town Team events that would secure continuous publicity for the Town Council. Nigel

and Alan would prepare a draft report to be considered at our meeting on the 15th November.

Nick proposed the idea of a 'sponsorship package' that a specific amount of money, a sponsor would get a 'package' of promotional advertising and branding. While no details were discussed, this could be Gold, Silver and Bronze each with a level of promotional opportunities that increase on each level. It was agreed we could discuss this concept at our next meeting.

7. Any other business

Mixer Desk: A review of mixer desks to be used in PA systems for events averaged around £160.00. It was agreed that we buy a mixer desk for Lee to be used at events but it would be an asset of the Town Team Events Sub-Group.

Sound Waves: The Choir would be retained on the 15th December and would perform in the Newgate Centre at 10.30am – 11.15am and 11.30am – 12.15pm.

8. Date of next meeting

Thursday 15th November 2018 beginning at 5.15pm in the Park Head Hotel.

Communication Meeting: Tuesday 20th November 2018 in the Park Head

Full Town Team Meeting: Thursday 22nd November 2018 in the 4 Clocks

2nd November 2018

ACTION FROM TOWN TEAM EVENTS MEETING: 1st NOVEMBER 2018

No	Action	Who	When by
1	Send papers to AAP	Alan	2:11:2018
2	PDF Switch On/Christmas to schools	Lee	5:11:2018
3	Print Switch On/Christmas leaflets	Lee	8:11:2018
4	Cost – Reindeer/Snow Queen stilt walker	Alan	15:11:2018
5	Angel Trust Santa?	Clive	5:11:2018
6	Outstanding invoices from Bishop Celebrates	Alan	15:11:2018
7	Buy mixer desk	Lee/Clive	15:11:2018
8	Sponsorship Packages	Nick to lead/All	15:11:2018
9	Funding request draft	Alan/Nigel	15:11:2018