



BISHOP AUCKLAND
TOWN TEAM

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

Thursday 11th January 2018 at 5:15pm

The Park Head County Hotel, New Coundon
Bishop Auckland

Meeting Minutes

Those present:

Alan Anderson, Clive Auld (Chair), Lee Brownson, Nigel Bryson, Gillian Campbell, Clare Davison, Maureen Davison, Peter Heslop and David Wilson. Karen Smith from Forces Support in the Newgate Centre was attending for the first time.

1. Apologies

Apologies were received from Rob Berry and Claire Gibbons.

2. Minutes of the last meeting – 14th December 2017

The minutes were accepted as an accurate record.

3. Matters Arising

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

4. Debrief on Advent Window Project and Christmas Programme

The Advent Window Project was considered a great success. There had been good feedback from the businesses involved, the schools and people in Bishop Auckland. Lee had analysed the responses to the Social Media posts advertising each of the 24 shop window openings and the video he had produced. In total there were over 42,000 unique individual views. This was an outstanding achievement.

The effort of all those involved was commended, particularly David and Pam Pott for their organisation and Clive and Alan for their presence during each window opening.

In the lengthy discussion, the following was agreed:

- The members involved with the Project would meet with David and Pam Pott to review the Project after they had analysed the feedback.
- A report would need to be prepared to be submitted to County Durham Community Foundation. The submission date can be agreed at the next Events Team meeting on the 25th January.
- In principle we would run a similar project next Christmas. However we would identify an approach that could include more businesses.
- Identify funding sources to cover the cost of organising the event.

The Christmas Programme with Santa's Grotto covering the three Saturdays leading up to Christmas were well received. One was held in the Old Fashioned Sweet Shop in Bondgate and the other two in the Newgate Centre.

Over £700.00 was made from the photographs of children with Santa. The process went smoothly and there were no technology glitches with the cameras or printers.

5. Events for 2018

Lee updated the Team on the calendar of events for 2018 and the agreed proposal to print a 16 page booklet. The cost for 3,000 leaflets would be £503.00. The dates of this year's planned events were checked and some amendments were made. It was agreed that the booklet would be drafted; we would seek five businesses to buy an advert for £100.00 and approach Kynren to take the back page and publicise their dates at a higher price.

The Team discussed the different events and how we can organise them. However the first priority is to get the calendar printed. Alan and Clive would approach businesses; Nigel would approach Kynren and Lee and Nigel would draft the text.

6. Town Team Finances

Alan reported to the Team on the cost of the events and running the Town Team. While we had raised money from the banners, new car show, Santa's pictures and small fundraising we need to improve our fundraising so we can increase our activities and sustain our events programme. The discussion raised a number of ideas and the following was agreed:

- We would draft an Annual Report for the Events Team covering our activities during 2017.
- We would identify an estimated budget for 2018 that incorporates our two main sources of funding: the sponsoring of the banners and the revenue from the New Car Show.
- A proposal put together to seek a grant from the Town Council.

The year ended with a deficit of around £700.00. While we can cover this in the short term with the funds earmarked for the WiFi system, this will take a chunk out of the banner revenue. Alan will liaise with Nigel to get the reports drafted and a budget for 2018 estimated.

7. 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 7th 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 14th April it was suggested we link the two events to make a week related to the forces/commemoration theme.

8. Date of next meeting

The next meeting will be on Thursday 25th January 2018 at 5.15pm in the Park Head Hotel.

ACTION LIST

No	Action	Who?	When by?
1	Event Booklet - draft	Lee/Nigel/Alan/Clive	25:1:2018
2	Sponsors	Alan/Clive/Nigel	25:1:2018
3	Draft 2018 Annual Report	Nigel	15:1:2018
4	Meeting with David and Pam Pott	Lee/Nigel/Alan/Clive	25:1:2018
5	Draft 2018 budget	Alan/Nigel	25:1:2018
6	Open Day/Tank Comes to Bishop	Karen/Nigel	25:1:2018