



BISHOP AUCKLAND
TOWN TEAM

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

Thursday 15th March 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, Maureen Davison, Clare Davison, Clare Gibbons, Hazel Kennedy and Jennifer Hare [Innovations].

1. Apologies

Apologies were received from Peter Heslop and Karen Porter.

2. Minutes of the last meeting – 8th March 2018

The minutes of the 8th March should have recorded that it was agreed that the Easter Extravaganza event leaflet would go ahead for printing. The other minutes were accepted as an accurate record.

3. Matters Arising

There were no matters arising that were not covered by the agenda. However items 5: Finance, 6: Town Team Leaflet, and 7 WW1 Commemoration were deferred till the next meeting.

4. Banners in Newgate Street

Alan reported that he and Clive had met with Deniece Wanley at Kynren. The banner design had been agreed and the Kynren logo and strap lines removed. With these changes, County Durham had cleared them to be used as promoting the Town.

It was agreed that:

- That the specification for the banners be obtained from Curious 12 and it was important that the quality of the new banners is consistent with the current blue and gold ones.
- Quotes be obtained from local printers for printing the banners.
- Businesses are approached to seek sponsorship for individual banners as soon as possible.
- The aim is to get the banners installed prior to the Food Festival – which starts on the 21st April.

With time being critical, Alan and Clive were authorised to progress the banner printing using their judgement in obtaining the best deal.

5. Easter Extravaganza

An update on the event being held on Saturday 31st March 2018 was given and the key points were:

- The nest with the coloured eggs in had been located!!
- Clive and Alan had secured the 12 businesses in which the nest of coloured eggs would be displayed.
- Entertainment had been difficult to secure as, for example, Sandra Welch's dance school were at a competition on the day. It was suggested that a roller skate group in the Town be approached by Gillian to see if it is practical for them to do a display.
- Nigel is seeking a Thornton's shop in the area from which to buy a giant chocolate egg.
- The decorations from last year were put in the Newgate Centre store room. Dave Wilson should be approached to see if they are still available.
- The face painter was confirmed for the event.
- It was agreed that the jars the Maureen had been decorating should be sold on our stall to raise funds. Other Town Team merchandising materials should be available as well.
- 4,000 leaflets would be printed, 3,200 for schools; 500 to be delivered locally by Peter; and the remainder to be available on the day. This had been agreed at the previous meeting and the cost was £214.00.
- All members of the sub-group were asked to secure prizes for the Tombola.
- It was confirmed there would be no Easter Parade.

It was agreed that the final organisational arrangements be made at our next meeting.

4. Shop Local (Food Festival)

Lee reported that the Town Team would have its gazebo positioned within the Market Place. It should be in a prime position near No 42. It was agreed that:

- Alan and Clive should approach relevant businesses to see if they want to advertise any promotions during the Food Festival. If so we would provide a flyer with all the promotions on them – similar to Small Business Saturday in December.
- There would be no charge for the advert to the business and Nigel would contact the Food Festival organisers to pay for it and whether we can use the Food Festival logo.
- We would look to print 5,000 copies – this would cost approximately £250.00.

5. Any Other Business

Maureen reported that Karen Smith at Forces Support had said that no one from the Town Team had approached her about the event she is organising on the 7th April. Support had been offered but Karen had not identified what she was wanting from the Team.

It was agreed that Nigel visit her as soon as possible to identify what support was needed.

6. Date of next meeting

The date of the next meeting would be Thursday 29th March at 5.15pm in the Park Head Hotel.

	Action	Who	Deadline
1	Circulate draft Annual Report	Nigel	12:3:2018
2	Draft funding bid for Town Council: 2018	Alan/Nigel	22:3:2018
3	Obtain business sponsorship for banners	Alan/Clive	22:3:2018
4	Secure specification for banners	Alan/Clive	19:3:2018
5	Contact roller skaters	Gillian	23:3:2018
6	Print Easter Eggstravaganza flyers	Lee	23:3:2018
7	Chocolate eggs	Alan/Nigel	23:3:2018
8	Contact businesses for promotion leaflet	Alan/Clive	29:3:2018
9	Seek funding for leaflet from Durham	Nigel	20:3:2018
10	Request permission to use Festival Logo	Nigel	20:3:2018
11	Tombola prizes	All	31:3:2018

18th March 2018