



BISHOP AUCKLAND
TOWN TEAM

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

Thursday 13 September 2018

The Park Head County Hotel, New Coundon
Bishop Auckland

Meeting Minutes

Those present:

Alan Anderson, Rob Berry, Nick Brown, Nigel Bryson, Gillian Campbell, Clare Davison and Maureen Davison.

1. Apologies

Apologies were received from Clive Auld, Lee Brownson, Claire Gibbons and Peter Heslop.

2. Minutes of the last meeting held on the 30th August 2018

The minutes were not available and would be taken at the next meeting.

3. Matters Arising

Alan reported that the Isuzu dealer had not paid their invoice yet for the new car show. He would follow it up directly with the company.

4. Bishop Celebrates Together – 29th September 2018

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

An update on the progress made included the following:

- It was confirmed that there would be a children's ride as part of the attractions into the Market Place.
- Nigel had confirmed that Premier road traffic management company would be hired to undertake the road closure. He would liaise with them about stallholder access.
- Alan would approach Ark on the Edge to see if they could provide a 'dog sitting' service outside the Town Hall for dog walkers visiting the Horticultural Show.
- Maureen had supplied some of the local bus services with posters for the event. These would be put on the inside windows for travellers to see.
- Some vendors had not paid yet. Rob and Alan would check with those who have not yet paid.
- Rob would contact the vendors about the set-up time except Caps Off and Auckland Cup Cake Company, that would be covered by Nigel.

- Auckland Projects – confirm with Lee that Auckland Projects are still committed to pay 50% of the road closure costs.
- We would run a Tombola in the main Town Team gazebo.
- Nigel has not been contacted by the stage company and this needs to be done.
- It was confirmed that St John's Ambulance would be hired to provide First Aid and we need to know their requirements.
- As soon as the leaflets are available, we will need to distribute them quickly.
- Nigel, Gillian and Alan would do a site visit on Tuesday 18th September and report back to the meeting on the 20th September about the location of different stalls etc.
- Bishop the Boar would be making appearances, so we need to identify volunteers.

5. Advent Windows

Alan reported the outcome of a meeting held with David and Pam Pott on the 10th September. 24 organisations had been found although we still needed 4 shops to make up the 24. Alan would look to secure these as soon as possible. Gillian agreed to draft a submission to the Durham Community group.

While Cllr Tanya Tucker had offered money through her neighbourhood budget, this needed to be applied for as soon as possible, due to the length of time it takes to process.

6. Monster Saturday – Saturday 27th October 2018

A preliminary discuss was held on the Monster Saturday event. It was agreed that:

- The event be held within the Newgate Centre and Alan would speak to David about what could be used, including the old Shoe Zone empty retail unit.
- Marches could be organised in the top part of Newgate Street and Fore Bondgate.
- We would not use the stilt walkers or zombies this year.
- A SAG form wouldn't need to be submitted, as the event is in the Newgate Centre.
- We would need to agree which acts be approached for the event at our next meeting.

7. Any other business

Gillian highlighted that Bishop FM were looking to do some fundraising events next year. One was a music festival during a Bank Holiday in late May. Initial discussion concluded:

- that it would be more practical over a day rather than a weekend;
- similar events in the past had not been well supported by publicans.
- The idea was interesting, but we needed good musicians to make it work.

Gillian said the comments would be taken on board.

8. Date of next meeting

Thursday 20th September 2018 beginning at 5.15pm in the Park Head Hotel

ACTION FROM TOWN TEAM EVENTS MEETING: 13th September 2018

No	Action	Who	When by
1	Payment from Bescol	Alan	6:9:2018
2	Feedback forms to car dealers	Gillian	6:9:2018
3	Meeting in November – agree next meeting	All	20:9:2018
4	Digital advert boards - cost	Claire	20:9:2018
5	Check date for 40s event in 2019	Nigel	20:9:2018
6	Stallholder information for Durham County	Nigel	20:9:2018
7	Availability of tank from Wolsingham	Claire	20:9:2018
8	Ark on the Edge – dog sitting	Alan	20:9:2018
9	Vendors – outstanding payments	Alan/Rob	20:9:2018
10	Set up time for vendors	Nigel/Rob	21:9:2018
11	Auckland Castle covering 50% of road closure	Lee/Nigel	21:9:2018
12	Details of stage company to Nigel	Lee	21:9:2018
13	Site visit	Alan/Gillian/Nigel	18:9:2018
14	Bishop the Boar volunteers	Alan/Rob	21:9:2018
15	Check AAP application for Cllr Tanya Tucker	Clive	ASAP
16	Identify acts for Monster Saturday	All	20:9:2018