



BISHOP AUCKLAND
TOWN TEAM

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

Wednesday 17 October 2018

The Park Head County Hotel, New Coundon
Bishop Auckland

Meeting Minutes

Those present:

Alan Anderson, Clive Auld (Chair), Nick Brown, Lee Brownson, Nigel Bryson, Maureen Davison, Peter Heslop and Callum Howard.

1. Apologies

Apologies were received from Rob Berry, Clare Davison, Claire Gibbons and Karen Porter.

2. Minutes of the last meeting held on the 20th September and 4th October

The minutes of both meetings were agreed as an accurate record of the proceedings.

3. Matters Arising – Minutes of the 4th October

Clive reported back on the appearance of Bishop the Boar at the Bishop Auckland Football home match last Saturday. It was a cup match and the appearance had gone down well with the crowd and the children at the match. Bishop the Boar was in demand for photographs. The Club put pictures up on the Facebook page and seemed pleased with the appearance.

Bishop got knocked out of the cup, so it may be a while before another request from the Club is made!!

4. Monster Saturday – 27th October 2018

The organisation for the event was about complete and the following were the main points:

- Leaflets had been delivered by Alan to all the schools and 50 posters distributed. The remainder were taken by Event Team members for distribution in the Town and for relevant businesses.
- Leaflets and posters had been left at the Halloween pop-up shop in McIntyre's, run by the Angel Trust. They had offered to give us Halloween materials to dress up the Newgate Centre.
- The acts had been booked and Lee would be a compare and play monster music. He would need the cage from the Newgate Centre to move his sound systems and we can sort this out on the day.
- We wouldn't run a Tombola.

- Sandra Welsh's Dancing School had requested a couple of slots in the Newgate Centre programme. It was agreed that Lee offer:
 - ↳ 10.30am till 10.45am; 11.15am till 11.30am; and 1.15pm till 1.30pm. They can choose two out of the three times available.

5. Advent Windows

Clive reported on the meeting held with David and Pam Pott on Monday 15th October. The Group then discussed the initiative. The following were the key points:

- All 24 shops had been allocated an organisation and a carol. A programme was available and this would be circulated with the minutes.
- Morrison's informed Lee that their window was available, after the deadline date. It was agreed that we would have them in reserve if a shop dropped out. It was noted that they had also offered to donate goods as prizes for events.
- Clive would contact Innovations about the screens we needed to cover each shop window, prior to the opening. It would be good to have two available.
- Clive had answered some questions regarding the AAP grant via Cllr Tanya Tucker. It was expected that this would now go before the board for authorisation. The grant is for £2,500.00 towards the Advent Window project.
- It was confirmed that Nigel and Alan would investigate how to establish an advent window display in the ex-Shoe Zone. This would be based on 24 A3 sized backdrops onto which the photographs of the opening of each shop window could be exhibited.
- Christine Percival would not be available for the 1st December opening event to take photographs.
- It was agreed that Nick investigate the possibility of obtaining two television screens to project Town Team videos on a loop.

6. Christmas

The programme for the Christmas Santa Events was discussed and the following was agreed:

- The owners of the old In-Store/BASE units on Newgate Street would be approached to confirm if they wanted to host the first of the Santa events.
- Bishop Boar the Boar should appear at each of the events.
- David would be approached to get a good stock of film for the printers.
- The time would be 10.30am till 2.30pm.

7. Any other business

E-Mail: Lee reported on the Town Team website and e-mail account. While Durham County Council were hosting the website, they would not host the Bishop Auckland Town Team e-mail facility. Nigel, Lee and Alan had met with Andrew at AByte and they agreed to set up 5 e-mail accounts. This would cost around £200.00 to host. Nick pointed out that it was possible to get the service free with some providers. We are looking to AByte for maintaining the facility and use them in further services. It was agreed we go ahead with the AByte account and review after a year.

Stage Insurance: Lee reported that the insurance paperwork from LSL – stage company – had not been provided to the Town Council for the Switch On event. The Town Council were insisting that the paperwork is made available or they will use another company.

For our events in the future where we use LSL, we need to ensure their paperwork is available in advance of the event.

8. Date of next meeting

Thursday 25th October 2018 beginning at 5.15pm in the Park Head Hotel

22nd October 2018

ACTION FROM TOWN TEAM EVENTS MEETING: 17th October 2018

No	Action	Who	When by
1	Sandra Welsh's Dancing school – confirm	Lee	22:10:2018
2	Check if window covers are suitable	Clive	25:10:2018
3	Advent Window display – ex-Shoe Zone	Nigel	15:11:2018
4	Television screens for Advent Windows	Nick	25:10:2018
5	Printer paper for Christmas Event	Dave	1:12:2018