



BISHOP AUCKLAND
TOWN TEAM

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

Thursday 29th November 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, Gillian Campbell, Clare Davison and Maureen Davison.

1. Apologies

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

2. Minutes of the last meeting – 15th November 2018

The minutes were accepted as an accurate record of the meeting.

3. Matters Arising

All the actions from the previous meeting had been completed.

4. Advent Windows

David and Pam Pott had the organisation of the 24 Advent Windows in hand and most things were now in place. The key points raised were:

- The cover for the windows had been made and Clive showed a photograph of the equipment. Tow curtains could be separated by a cord to reveal what was behind it. The logo design was impressive and it looked great.
- The two 65" televisions were in place although Lee had difficulty in getting the memory sticks to work with the TVs. Various measures had been tried – with Nick's assistance – but he could not get the presentation to repeat automatically. Lee had uploaded the video onto YouTube and people could view it there.

It was agreed that Nick, Lee, Alan Clive would have a site visit at 11.00am the following day and resolve the problem and check everything was in place for the Saturday.

- While a lot of the flyers had been distributed, there were still a few hundred left. The Town Ambassadors had distributed copies and would continue to do so. We can still distribute those remaining over the next week.
- Lee reported that the process for each day would be to photograph the opening of the Window: he would e-mail the file to Michael at the Town Council, who would then print off an A3 copy: then the enlarged photograph would be put into the appropriate position in the ex-Argo window display.

This would not be possible on the Saturday and Sunday events, so would be done on the following Monday.

- On the 6th to the 9th December David and Pam would be away and we would need to make sure someone is available to open the event on these days.
- Nigel, Clive and Alan would try to cover all the openings between them. We also needed to consider the arrangements for the 3 Santa Saturdays when Alan would be at Santa's Grotto.

Those available to attend the opening events should be in the Town Team jackets to promote our presence at the vents.

5. Christmas

The key points for the Christmas events were:

- Christine Percival and Gillian Campbell should be able to cover the three Santa Saturdays to take photographs. Maureen reported that a young photographer called Hope would be interested in taking photographs. It was suggested that she contact Clive and they could discuss what role she might have.
- Gillian reported that if we had a general statement posted in the Santa's Grotto area, we would not need to get parents to sign individual forms. She agreed to submit to Lee the wording needed on such an information sign. We would make clear that once the photographs had been printed off, the files would be deleted.
- Lee would have posters printed up with the prices for the photographs by themselves or with the frame.
- For the event on Saturday 8th December at the King's Café and Retail Centre, the chair and Christmas Grotto materials would be taken up on the morning. Nigel will discuss with Ian – the Centre manager – about decorations.
- The entertainment had been booked but the Salvation Army would prefer to play on the 15th December instead of the 22nd. This would leave Sound Waves, Stephen Berry and the salvation Army playing on the 15th December and only Charlotte on the 22nd. Lee agreed to contact Stephen Berry and see he could do the later date.
- There was a logistical problem in where to locate the entertainment, as Sweet Boutique operates in front of the lifts: we will need room for Santa's Grotto, the face painter, and space for the queues in the central part. As some of the group were having a site visit the following day, it was agreed the location of the entertainment should be reviewed as well.

Apart from considering the impact on organising the Advent Windows on the three Santa Saturdays, everything else seemed to be covered.

6. Communication

Nigel tabled summary note of the Communication Meeting, held on the 20th November. The following were the key issues we discussed:

Business Contacts: Nigel reported that the Town Ambassadors were looking to build a business directory and the Town Team had agreed to have a contacts e-mail list that Nick would administer. In view of the overlap, it was agreed that we would have a joint meeting on the 18th December at 2.00pm in the Bishop FM offices to agree a single form to get the business details logged. Nigel, Nick, Alan and Lee would attend.

TVs: Whilst not presuming anything, if we were able to have one of the Cello TVs, it could be used as an information source in the Newgate Centre. We could run

videos, provide event information and run adverts – a package with Bishop FM could be considered as well. This was agreed in principle and Nick would confirm if the TVs could be made available, once the Advent Windows event was completed.

Free WiFi/Feedback: The system had been delayed and Nick had discussed with Kathryn Watson from the Regeneration group at Durham County Council about using codes in publicity material for the WiFi so that we could identify where people got their information from. Nigel also reminded the group that next year, we could ask the public to directly give us feedback on how they had learnt about an event.

7. Finance

Alan indicated that the invoice for Auckland Projects covering half the road closure at the Bishop Celebrating Together event had still not been paid. They have been extremely busy and he would remind them again.

It was pointed out that the Finance Committee of the Town Council would be on Tuesday 4th December and our paper had not been submitted. Nigel agreed to circulate a draft over the weekend for comment and finalise it on Monday. As the 7-day deadline for papers to the Committee had passed, Nigel would contact David Anderson and see if we could table the paper for the meeting.

8. Any other business

Fundraising: Maureen suggested we have a curry night to raise funds. Comment was made that a Quiz Night at the Spice Lounge could raise over £1,000.00 if we got a 'full house'. It was suggested that we hold a fund raiser each quarter next year: book a different restaurant: and have a quiz night, which are generally popular. Lee volunteered to get the quiz questions together.

Christmas Meal: Nigel had booked a Christmas meal at the Park Head Hotel, starting at 7.00pm, on Thursday 20th December. The cost of the traditional Turkey meal would be around £14.00 for a two-course meal: £16.00 with coffee. Nigel would circulate the details and the deadline for letting him know who is going. Bishop Auckland and Coundon In Bloom and the Town Ambassadors would be invited as well.

9. Date of next meeting

Thursday 13th December 2018 beginning at 5.30pm in the Park Head Hotel.

30th November 2018