



BISHOP AUCKLAND
TOWN TEAM

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

Thursday 21st February 2019

The Park Head County Hotel, New Coundon
Bishop Auckland

Meeting Minutes

Those present:

Alan Anderson, Clive Auld (Chair), Rob Berry, Nick Brown, Lee Brownson, Nigel Bryson, Gillian Campbell, Clare Davison, Maureen Davison and Hazel Kennedy.

1. Apologies

Apologies were received from Claire Gibbons, Peter Heslop and Karen Porter.

2. Minutes of the last meeting

The minutes of the 13th December 2018, 17th January and 7th February 2019, which had been circulated, were agreed as an accurate record of the proceedings.

3. Matters Arising from the Previous Meeting

The 14-point action list from the meeting on the 7th February was reviewed. Most had been completed and the following points were to be followed up:

3 Clive would contact Peter Elliot for some photographs of vintage buses to be used in our publicity materials for the event on the 28th July 2019.

12/13 The Vintage and Classic Car Show was now being arranged by a different organiser. Until the event was confirmed, we would not contact Peter Elliot about securing a vintage bus for the event. Similarly, we would not book the bands until the event was confirmed.

4. Events Booklet 2019

Copies of the Programme for 2019 had been circulated. It was noted that at the Town Team stall in the Newgate Centre had been re-stocked several times, due to popular demand. A stock is being held for distribution at events during the year.

A pdf version had been sent to Keith Taylor, who liaises with all the schools in County Durham. It is anticipated this will facilitate more parents seeing the events for 2019 and creating more interest as each event is held.

Lee was thanked by the Group for all his work in preparing the programme for print, it was appreciated.

5. Communication

Lee reported that the Open Town Team meeting had be postponed from the 28th February till Thursday 14th March 2019. This was due to the Council being in purdah while the election campaign for the Woodhouse Close Ward was held. This will be completed on Thursday 7th March. A complaint had been received about postponing the

meeting. While the complaint had been addressed, it might be raised at the Open Meeting in March.

Data Collection: The proforma for collecting business data was discussed and some further amendments made. It was agreed that:

- A final draft of the proforma be circulated with an aim of finalising it at our next meeting.
- A classification list into which businesses can be recorded will be circulated by Nigel next week.
- Nigel will send a list of the businesses that the Town Ambassadors have visited to Nick next week.
- We will agree to establish a deadline for collecting the business information at our next meeting.

Nick informed the meeting that he had established the parameters of the database and only needed the classification list to complete it. Once we were in a position to collect the data, we would need to brief those collecting data about how to record the classification of the business.

6. Banners 2019

Clive reported that the banners had been washed, dried and metal attachments oiled and were ready to be fixed to the lampposts. In the next fortnight, Clive and Alan would be securing the banner sponsorship. Our aim remained to have the banners in place by the last week in March.

7. Easter Eggstravaganza 2019: Saturday 20th April 2019

It was confirmed that the face painter, Tombola, Egg Decorating competition and egg nest competition would be the main features of the Eggstravaganza, which would run from 10.00am till 2.00pm. Lee agreed to draft a flyer based on these events.

It is still unclear as to whether Forces Support would want to hold a fashion show on the same day. While Karen from Forces Support has indicated a different date for the fashion show, this needs to be clarified.

8. Finance

The payments for the road closure in the Bishop Celebrating Together event in September 2018 and Kynren advert for the 2019 programme, were still outstanding. It was agreed that Clive and Alan approach the accounts department at Auckland Projects. Alan can contact the accounts department at Kynren.

9. Any other business

1940s Day Saturday 8th June 2019: Rob confirmed that the following acts were booked:

- Sandra Welch Dancers; Do Op Dollies; Jemma Highfield; Aycliffe Town Band and the Bishop Auckland Theatre Group. It was agreed that a 1940s themed sweet vendor be booked as well.
- Nigel would be meeting with the Military Vehicle Group at Spennymoor next week and would hope to confirm their involvement then.
- It was suggested we run with the events booked and get posters/flyers published so that we can promote the event early to stimulate interest in the day. This could include shops developing a 1940s theme; 1940s food related stalls; and promoting 1940s re-enactors coming into Bishop Auckland on the day.

- Nigel would establish what restrictions might apply to flags and bunting being used in the main streets – Market Place, Newgate Street, Fore Bondgate and the bus station.

Food Festival: Lee reported that the Food Festival organisers had agreed to pay for a flyer which had local business promotions on for the period of the Festival. We would need to sign the businesses up to this. The Food Festival will be held on Saturday 13th April and Sunday 14th April.

Weardale Railway Event: Lee highlighted the Weardale Train Feature Outings and suggested we have a social event around the Fish and Chip trip on Saturday 14th September. This was agreed and 8 people indicated their availability. It was suggested that we provisionally book 8 places, as the trips are popular, and confirm once we have circulated the information to the rest of the group.

The trip is on the last night of Kynren, so those members involved with the show would not be able to attend.

McDonalds: Clive had been approached by McDonalds at Tindale to discuss community activities the branch might get involved in. It was agreed that the manager be invited to the next meeting to discuss what they may be interested in.

10. Date of next meeting

Thursday 7th March 2019 at 5.30pm in the Park Head Hotel.

ACTION FROM THE MEETING HELD ON THE 21st FEBRUARY 2019

No	Action	Who	When by
1	'Thank You' note - Cello	Clive	27:2:2019
2	Contact Peter Elliot – bus photographs	Clive	28:2:2-19
3	Confirm Vintage and Classic Car Show	Clive	7:3:2019
4	Business Data Proforma	Lee	26:2:2019
5	Classification list for businesses	Nigel	25:2:2019
6	List of businesses to Nick	Nigel	25:2:2019
7	Eggstravaganza – Draft Flyer	Lee	7:3:2019
8	Fashion Show Date	Nigel	26:2: 2019
9	Auckland Project invoice payment (Oct 2018)	Clive/Alan	7:3:2019
10	Contact Military Vehicle Group	Nigel	26:2:2019
11	Design Flyers/posters for 1940s Day	Lee	7:3:2019
12	Flag restrictions	Nigel	7:3:2019
13	Sign up business promotion leaflet: 13/14 April	Lee	7:3:2019
14	Fish and Chip train: 14 th September: booking	Lee	28:2:2019
15	Manager from McDonalds: invite to meeting	Clive	26:2:2019

21st February 2019