



BISHOP AUCKLAND  
TOWN TEAM

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

Wednesday 21<sup>st</sup> August 2019: 5.30pm

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 and Maureen Davison.

**1. Apologies**

Apologies were received from Liz Walton.

**2. Minutes of the last meeting**

The Minutes of the meeting of the 8<sup>th</sup> August were accepted as a true record.

**3. Matters arising from previous Minutes**

There were not matters arising that were not already on the agenda.

**4. Advent Windows**

An update on the Advent Windows was given:

- 22 shops had been confirmed and it was anticipated that the last two would be in place soon. This may include churches. Morrison's supermarket had agreed to be involved, which was the first time they had taken an interest in the Advent Windows.
- A grant of £5,000 had been awarded to the Project from Northern Heartlands. The remaining amount - £5,000 – should be achievable.
- Social Media: The Group discussed comments made on Social Media by Cllr Tanya Tucker. It was agreed that an official complaint be made to Durham County Council. Nigel would circulate a draft complaint for comments by Monday 26<sup>th</sup> August 2019.

The Working Group would be meeting once David Pott returned from holiday and we needed to be clearer in communicating how the Project was developing.

**5. Bishop Celebrating Together**

The event organisation was going well and the following were the key points:

- All the acts were booked.
- We still had to identify how we were going to organise the 'flash mob' to start the event. Some musicians could be used to form a parade. Bishop FM could do a live link.

- Rob reported that stallholders had been booked and we needed to think about where they would be located.
- A site visit would be arranged with the staging company.
- The St John's Ambulance Brigade had been booked – we needed to identify where they would be located.
- The stage would cost double last year's – approximately £1,600.00.
- Lee would be getting the leaflet designed and distributed – 10,000 would be ordered.

## 6. Fore-Bondgate Street Party

Nigel had been working with the Future of Fore Bondgate to organise a street party on the 31<sup>st</sup> August 2019. To help the traders, the event had been submitted under the Town Team organisation. The traders would be doing the organising of the event but we would provide the insurance and SAG assistance. This was agreed and volunteers for stewards on the day were requested.

We would have representatives at their next meeting.

## 7. Finance

Alan reported that the final bill for the 1940s Day was £1,878.00. While it had been agreed that the staging company would be paid £200.00, no invoice had been submitted, despite reminders. It was agreed that the bills be submitted to the Town Council. If the stage bill came later, that could be submitted separately.

There was a discussion about establishing a raffle with a major prize – a car for example – and it was agreed that Nigel and Alan look at the practicalities of this.

## 8. Communications

The forms for collecting business information were ready and we needed to make progress on obtaining the information. Nigel would contact Nick about getting dates to brief the Town Ambassadors.

Lee had the Shop Local leaflet template set out. If any more businesses offering discounts were to be added to the leaflet, Lee needed the details by 5.00pm on Monday 25<sup>th</sup> March. Lee would check with Kathryn Watson at Durham County Council how the leaflet was to be paid for. These would be distributed just prior to the Food Festival and over the weekend itself. The Town Ambassadors had volunteered to help distribute leaflets.

## 9. Any other business

**Town Council Promotion:** Alan provided a draft letter from the Town Clerk setting out the terms and conditions for receiving the £5,000 grant from the Town Council. While most of the requirements were fine, there was a phrase that the Town Council would get 'equal' promotion for all events. As some events received no Town Council funding, Nigel was asked to seek an amendment – everything else was OK.

**VE/1940s Day - Saturday 9<sup>th</sup> May 2020:** It was agreed that we should hold both the VE Day and 1940s Day on the same day next year. Rob was authorised to book some of the acts, because they were likely to be in demand on the day.

## 10. Date of next meeting

Thursday 5<sup>th</sup> September 2019 at 5.30pm in the Park Head Hotel.