



BISHOP AUCKLAND
TOWN TEAM

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Town Team Events Sub-Group

Thursday 17th October 2019 at 5:30pm

The Park Head Country Hotel, New Coundon
Bishop Auckland

Those Present

Clive Auld (Chairman), Alan Anderson, Nick Brown, Lee Brownson, Gillian Campbell, Clare Davison, Maureen Davison, Liz Walton.

1. Apologies

None received.

2. Minutes of last meeting held on 3rd October 2019

Confirmed

3. Matters arising from previous Minutes

None.

4. Monster Saturday 2019

Lee confirmed that all of the acts had been booked and that he would be providing music for the day, and there was a discussion about the layout of various activities within the Newgate Centre.

Gillian confirmed that the photography background had arrived and it was agreed that photographs to be taken and sold for £1.

Alan confirmed he was organising a tombola for the day, but others would need to manage it as he was unavailable.

5. Electric Car Show

Clive provided an update on the planned event and confirmed that the TownTeam had met with the organisers to discuss the operational details. It was confirmed that the event was being classified as a Green Fleet event, supported by Bishop Auckland Town Team.

Green Fleet would be organising their own promotions, but Lee would be distributing this through various channels across Bishop Auckland – it was confirmed that this would be at no additional cost to the Town Team.

It was noted that Durham County Council would be organising separate events within Auckland Tower on the day.

The Town Team volunteers would be required to show a presence during the day, but there would not be a need for the gazebo or other materials or activities.

6. Advent Windows

Alan confirmed that all of the shops were on board and the artist – Laura Brenchley - had begun working with the schools.

It was noted that £70 had been raised through crowdfunding and Gillian confirmed that one grant funder had rejected our application for additional funding, but we were still waiting to hear from a second potential funder. There was a general discussion about how additional project savings could be made, if required.

There was a broad discussion and a number of ideas generated about leaflets for the event and cross-promoting this with the Small Business Saturday event. It was agreed that the Small Business Saturday event would no longer be pursued and would be replaced with a promotional activity throughout the month of December.

It was agreed that an 8-page leaflet, at an estimated cost of £600, would be created to promote the December promotional activity combined with advent windows. BA Town Council would be asked if they wished to advertise the Christmas light switch on in the leaflet.

7. VE and the 1940s Day

It was noted that plans were in progress and further updates would be provided by Rob Berry at a future meeting.

8. Any other business

There was no other business

9. Date of next meeting

- 5.30pm on Thursday 31st October 2019 at the Park Head Hotel
- 5.30pm on Thursday 14th November 2019 at the Park Head Hotel

ACTIONS FROM THE MEETING

REF	ACTION	WHO?
1	Printer and paper for Monster Saturday photographs	Lee
2	Tombola prizes and tickets	Alan
3	Contact Green Fleet Events for promotional and marketing materials	Lee
4	Leaflets for Christmas and December promotions	Lee
5	Contacting independent businesses for December promotions	Alan