



BISHOP AUCKLAND
TOWN TEAM

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Town Team Events Sub-Group

Thursday 31st 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, Nigel Bryson, Gillian Campbell, Clare Davison, Maureen Davison, Liz Walton.

1. Apologies

None received.

2. Minutes of last meeting held on 17th October 2019

Not available for the meeting

3. Matters arising from previous Minutes

The following actions were agreed at the meeting held on the 17th October 2019

REF	ACTION	WHO?	DONE
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	

4. Monster Saturday Debrief

It was generally agreed that the event went well on the day, despite the weather. The set up was straightforward and the addition of a 'spooky' backdrop was a useful feature. Quite a few people had their photograph taken using the backdrop.

The entertainment was well received and Ruth Stapleton was a good addition as a singer. She dressed up in a Halloween costume and joined in the 'spirit' of the occasion! Flash was a hit with children again, as were the Sandra Welch dancers. Maureen confirmed that making the pumpkin decoration was popular with the children.

During the event we raised £103.00 from the tombola and photograph sales.

Lee provided feedback and relayed thanks from North Bondgate traders on the afternoon events that had also taken place. While the Fore Bondgate entertainment went on till 6.00pm, there were only a few people left at that time. However, the street

had people coming in up to 4.30pm. It was also noted that at the previous Bishop Auckland Town Council meeting, Sam Zair had confirmed that the traders were considering forming their own Community Interest Company for future events.

The Sub-Group discussed how we would work with the new organisation, given the two successful events that we have jointly organised. Nick suggested – and it was agreed - that we contact the traders to confirm our support and that we should invite them to attend our meetings.

All considered the entertainment was excellent and Nick noted that the saving on stilt-walkers had been a positive. The Newgate Centre had confirmed that it had been a good event from their point of view.

5. Electric Car Show

Nick provided an update on the event and confirmed that the organisers required water on Sunday 3 November to set up their branding displays. Both single and double gazebos would be available, but additional people would be required to load and erect them. The double gazebo would be used for the ebikes. Nigel will contact Inspiral Cycles to discuss the best location for their gazebo and to allow users to test-ride the ebikes and provide feedback to the organisers.

Nigel was asked to contact Auckland Project for permission to park the cars in Bondgate Car Park overnight in advance of the event.

6. Advent Windows

Alan reported that another £1,000.00 had been released for Laura to support the workshops in developing the nativity figures. A quote for a map was discussed and this had two options at £600.00 and £350.00. It was decided we would amend the map we used last year to identify the shops. Lee would action this and it was noted that the deadline for print would be the 8th November.

The workshops had started and our next meeting with the organisers will be on Monday 4th October.

7. Christmas Events

The event was discussed in detail and the following points were noted:

- All the text and graphics needed to be completed by the 15th November 2019. Lee would be liaising with the printers about the material.
- There had been no confirmation from the Town Council about whether they wanted to advertise the Switch On event – Friday the 29th November 2019 – in our Christmas leaflet. It was agreed that Lee invite them to advertise. If there was no response within a timescale practical for the printing deadline, we should seek other advertisers to buy the space available.
- The Santa Events will be on Saturday 7th December in the Kings Café and Retail, Newgate Street; and Saturday the 14th and 21st December in the Newgate Centre.
- We would approach Jane Crawford about providing Santa's Grotto for the Newgate Centre events. Ian at the Kings Café and Retail would be invited to provide the Grotto as with last year's event.
- Karen Porter is unable to attend one of the events as an elf. Clare has an elf costume so would be able to help line up the children for the photographs.

- It was agreed that we would promote INDIE-CEMBER instead of Small Business Saturday. It would be up to the businesses to decide what promotions they would put on in December. Those businesses agreeing to participate would be listed in our Christmas leaflet and we would provide an A3 poster with a white A4 section in it to provide their promotion details. Alan and Clive would contact businesses who may be interested in the promotion.

8. Finance

Alan highlighted that we are using part of the Mary Portas money to keep our programme running. The Sub-Group reiterated that we will be losing the Portas money over a three-year period to put our contribution into the Free WiFi system. Nigel informed the Sub-Group that the road closure invoice had now been submitted and it was around £900.00; the increase in cost from the previous year being the inclusion of the Fore Bondgate road closure.

It was agreed that we find a date for a meeting specifically on fundraising. For example, if we fill the Spice Lounge for a Quiz Night, we could expect between £800.00 to £1,000.00 from each night.

9. Any other business

There was no other business

10. Date of next meetings

- 5.30pm on Thursday 14th November 2019, Park Head Hotel
- 5.30pm on Thursday 28th November 2019, Park Head Hotel

ACTION FROM THE MEETING: 31st OCTOBER 2019

REF	ACTION	WHO?	WHEN
1	Confirm support for the Fore Bondgate traders and invite their representatives to attend future meetings of the Sub-Group	Clive	12:11:2019
2	Identify water source for EV event for Sunday 3 rd November 2019	Nigel	3:11:2019
3	Contact Gary at Inspiral Cycles to confirm gazebo location and ebike route	Nigel	2:11:2019
4	Contact Colin at Green Fleet regarding car parking and cycle route	Nigel	1:11:2019
5	Contact Liz Fisher to ensure that using the North Bondgate car park is OK.	Clive	1:11:2019
6	Contact David about amending existing map for the location of Advent shops	Lee	1:11:2019
7	Invite the Town Council to advertise in the Christmas leaflet.	Lee	8:11:2019
8	Contact Ian at Kings Café and Retail to confirm Santa's Grotto on Saturday 7 th December 2019.	Clive	8:11:2019
9	Approach Jane Crawford to confirm the Santa's Grotto materials for the 14 th and 21 st December 2019 in the Newgate Centre.	Clive	8:11:2019
10	Approach Issy at the Spice Lounge for two dates in 2019 to hold fundraising Quiz Nights	Clive/Nigel	8:11:2019
11	Contact businesses to join the Indie-cember promotion	Clive/Alan	14:11:2019