

BISHOP AUCKLAND TOWN TEAM
Town Team Events Sub-Group

Thursday 14th November 2019 at 5:30pm

The Park Head Country Hotel, New Coundon
Bishop Auckland

Those Present

Clive Auld (Chairman), Alan Anderson, Lee Brownson, Nigel Bryson, Gillian Campbell, Maureen Davison, Joanne Furnell, Wayne Furnell, Liz Walton.

1. Apologies

Rob Berry, Clare Davison, Claire Gibbons, Peter Heslop and Karen Porter.

2. Minutes of last meeting held on 31st October 2019

The minutes were accepted as an accurate reflection of the main points of the meeting.

3. Matters arising from previous Minutes

The following actions were agreed at the meeting held on the 31st October 2019

REF	ACTION	WHO?	DONE
1	Confirm support for the Fore Bondgate traders and invite their representatives to attend future meetings of the Sub-Group	Clive	✓
2	Identify water source for EV event for Sunday 3 rd November 2019	Nigel	✓
3	Contact Gary at Inspiral Cycles to confirm gazebo location and ebike route	Nigel	✓
4	Contact Colin at Green Fleet regarding car parking and cycle route	Nigel	✓
5	Contact Liz Fisher to ensure that using the North Bondgate car park is OK.	Clive	✓
6	Contact David about amending existing map for the location of Advent shops	Lee	✓
7	Invite the Town Council to advertise in the Christmas leaflet.	Lee	✓
8	Contact Ian at Kings Café and Retail to confirm Santa's Grotto on Saturday 7 th December 2019.	Clive	✓

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	✓
10	Approach Issy at the Spice Lounge for two dates in 2019 to hold fundraising Quiz Nights	Clive/Nigel	To be completed
11	Contact businesses to join the Indie-cember promotion	Clive/Alan	✓

4. Electric Car Show Debrief

Held on Monday the 4th November 2019, the Electric Vehicle Roadshow launch event was a success for ourselves and the organisers. There had been positive feedback from people and the event ran well. The following were the key points:

- Inspiral Cycles had a very good response and sold 3 e-bikes on the day.
- As the start of a 5 day national roadshow, it provided a good opportunity to promote Bishop Auckland.
- At the Heritage Action Zone meeting on the 12th November it was confirmed that a sustainable transport initiative would be included in the bid for Government funding under the Stronger Towns/My Town initiatives.
- The briefing session in the Auckland Tower involved around 80 people from around the UK involved with electric vehicle and sustainable transport in Local Authorities, companies etc. This was a success also.
- Durham County Council has around £250.000 to review where electric vehicle charging points should be located.
- The organisers indicated they would like to come back to Bishop Auckland next year.
- We are in discussion with Durham County Council about identifying a donation to the Town Team for the assistance we gave in helping to promote and stewarding the event.

5. Christmas Leaflet

Lee provided a draft of the proposed leaflet covering the Christmas period, including the Advent windows. The leaflet would be A3 sized when unfolded. The following were the key points:

- Most of the text and graphics were in place. The only outstanding issue was where the first Santa Saturday – 7th December 2019 – would be located. It was agreed that Liz Fisher be contacted early the following day to confirm that No 42 could be used as a grotto: we are unable to use the Kings Café and Retail, as they will be doing the own Santa event.
- It was confirmed that we would not have a map in the leaflet.
- The leaflet will include the list of shops taking part in the Indie-cember discount promotion. The posters for those involved in the promotion will be cleared for print next week and Alan will distribute them, once available.
- Nigel requested that the Town Council logo be added to the leaflet. It was agreed that Lee would check with the Council to ensure they wanted the logo on, as they

are doing their own publicity for the Switch On event on the 29th November 2019. The leaflet was only covering events being organised by the Sub-Group.

- Sound Waves would cost £150.00 and only be able to do one of the Saturdays. It was agreed that we would not retain them.
- Stephen Berry and Ruth Stapleton would be approached to see if they could perform on the 14th or 21st December: we only needed one singer for each day.
- We would approach Innovations to provide some of the Christmas entertainment in the Newgate Centre events.
- The Face painter would only be retained for the last Saturday in the Newgate Centre – 21st December.

Lee would be sending the leaflet to print tomorrow. Once printed Alan and others would distribute copies.

6. Advent Windows

The first Advent Window will be opened at Auckland Tower on the day of the Town Council Switch On event, during Friday 29th November 2019. An update was given that included the following points:

- Electronic versions of the advertising poster had been issued and a Press Release agreed. We would be looking to promote the event in different media in the run up to the Switch On event.
- Gillian would liaise with David Pott to run a 30 second piece about the opening of each Advent Window.
- It was agreed that we would place posters in the former Argos window again. However, Lee would clarify with David Wilson that it does not attract any business rate costs.
- The models are being made and the artist – Laura – is happy with the pace of progress.
- Laura has requested that the models be stored in the Newgate Centre and Clive will contact David Wilson to check that this is OK. It indicates that the models will have to be transported to each shop either the day before or on the morning of the opening. We will need to make sure that this task doesn't just fall on Alan and Clive to complete.
- Nigel will be getting a meeting organised with Inspector Andy Reid to identify how the procession on the 24th December 2019 can be safely undertaken from the first shop, to Auckland Castle.
- Joy Allen had asked the AAP what progress had been made on the funding request by Gillian – on behalf of the Group – to underpin the Advent Window initiative. In turn, the AAP had asked us to submit an updated budget so that it could be considered. Alan and Gillian would submit a revised budget to the AAP.

7. Christmas – Santa 7th December 2019

Action agreed in section 5.

8. VE Day – Saturday 9th May 2020

Nigel briefed the Group on the current position. Bob had booked several acts and our aim was to have a 'street party' feel to our event. It was important that we try to have as many businesses supporting the theme: window decorations, dressing up in 1940s costumes etc.

It was noted that the Bank Holiday had been brought forward and that some of our contacts may be involved with other VE Day events. It was agreed that Nigel confirm

with Bob the acts already booked and that we see what gaps may exist in our programme that need filling. The Group confirmed we would hold our event on the 9th May 2020.

The 40s music band would be ticketed and the first preference as a venue would be the Town Hall. Nigel will check to see if they are taking bookings in view of the current renovations. If this was not available, we should approach Auckland Project to see if we could use the Castle as a venue.

We would liaise with the Fore Bondgate traders to ensure that the street is fully involved with the VE Day activities.

To assist in funding the event, it was agreed that Alan approach Scotto - via Andrew Walker at the AAP - to see if they would provide a grant.

9. Finance

Alan referred to the Group having to use some of the Mary Portas money to fund the upcoming events. It was agreed that we would organise a meeting specifically for fundraising in the New Year.

10. Any other business

Business Awards: Wayne reported on the Business Awards for Bishop Auckland held recently and organised by a company in Middlesbrough. It was felt that we could organise a similar event but within Bishop Auckland. It was agreed that the Town Council be approached to see if they could develop the idea. As the General Election will mean nothing can happen before the 12th December, it was agreed we write to them outlining the proposal and Nigel and Clive raise it at the next time they report back to the Town Council.

Fundraising: Maureen informed the Group that the local day care centre was keen to do some fundraising for us. Clive and Nigel would discuss this further with Maureen.

Free WiFi: Nigel reported that the equipment for the free WiFi for Bishop Auckland Town Centre had been fitted. It was now being tested and should go live soon. A public announcement will be made, following the election on the 12th December 2019.

Quiz Events: Nigel confirmed that he had entered a team of up to 6 people for Bishop Auckland Civic Society Quiz Night on the 4th December. Members were invited to attend – first 5 would be taken, as Nigel in first!!

Gillian invited volunteers to participate in the Bishop FM Music Quiz on Sunday 8th December.

11. Date of next meetings

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

ACTION FROM THE MEETING: 14th NOVEMBER 2019

REF	ACTION	WHO?	WHEN
1	Confirm No 42 as the venue for the first Santa Saturday	Lee	15:11:2019
2	Book Stephen Berry and Ruth Stapleton, if available	Lee	21:11:2019
3	Distribute business promotion posters	Alan	22:11:2019

4	Advent Window posters in Argos window	Lee	22:11:2019
5	Traffic plan for 24 th December Advent parade	Nigel	28:11:2019
6	AAP – submit amended Advent Window budget	Gillian/Alan	19:11:2019
7	Confirm acts booked for VE Day – 9 th May 2020	Nigel	28:11:2019
8	Confirm if Town Hall available for VE Day concert	Nigel	28:11:2019
9	Funding bid for VE Day - Scotto	Alan	28:11:2019
10	Business Awards – contact Town Council	Nigel	28:11:2019
11	Fundraising – care home	Clive/Nigel	28:11:2019

15th November 2019