



Sleaford Town Council
Culture, Events and Markets Panel
Notes and Report of Meeting – 9th August 2017
10.30am to 12.10pm

Panel members present:

Councillor Anthony Brand
Councillor Stephanie Dale
Councillor Heather Lorimer
Councillor Francesca Richards
Councillor Adrian Snookes

Non Panel members present:

Councillor Paul Coyne

Meeting and Panel supported by the Office Manager.

Apologies for absence, with acceptable reasons, were received from Councillors Jan Mathieson and John Charlesworth.

1. Lead Introduction

Councillor Anthony Brand welcomed everyone to the meeting and informed the Panel that he would be making an audio recording of the meeting (which can be found on the website under <http://www.sleaford.gov.uk/audio/CEM%209Aug.mp3>)

2. Agree Notes and Report from the Meeting held on 12th July 2017

The Panel noted that the report had already been to Full Council. All agreed on the notes.

3. Updates from last meeting not included on the agenda

Councillor Anthony Brand informed the Panel that the idea of revisiting Youth Markets will be discussed again at a later date and asked everyone to give thought into the idea.

4. Skate Park Opening Event on 12th August

The Office Manager updated the Panel to the positive response that had been received to the event and gave details of the market traders who will be attending, plus a face painter and the kiosk will be open throughout the day. The Services Supervisor has arranged services staff to help at the start and end of the event and they have arranged to collect the giant garden games from Wyville. The Mayor will open the Skate Park officially at 12 noon and the whole event will run from 11am to 4pm. The Sleaford Standard and Sleaford Target have both published a press release about the event and have been asked to attend on the day for coverage. Jupiter Play will also be present, with balloons and banners and they will take photos. The event has also been advertised on the STC website, noticeboard, signs around town and widely shared on Facebook.

Councillor Stephanie Dale informed the Panel that she had contacted Radio Lincolnshire for coverage and Councillor Adrian Snookes said that there will be live music played on the Rec throughout the day, thanks to a local resident and his equipment.

5. Town Hall – Marketing and Advertising

Councillor Francesca Richards informed the Panel that she is currently drafting the advert for insertion in the 'Your Local Lincs' publication and will email it to the Panel to see and agree before submission.

With regard to the time need for printing and dates for insertion in an upcoming edition of the 'Your Local Lincs' publication, November is most likely to be the first date available for distribution.

6. Town Newsletter (including NG4 Plan)

Councillor Paul Coyne joined the discussion and informed the Panel about ideas for the NG34 Plan having its own newsletter and inserted into the publication 'Your Local Lincs'. The Office Manager was asked to forward costings and details to Councillor Coyne.

The Panel confirmed that a quarterly newsletter will be produced and 'Your Local Lincs' will be asked to distribute it with their publication. Councillor Anthony Brand put himself forward to do the editing of the newsletter and the printing will be outsourced.

7. St Denys' Day

The Panel confirmed that the special Market and event for St Denys' Day will be held on Saturday 14th October and will be called 'St Denys' Day and Harvest Celebration.' The Office Manager informed the Panel that Reverend Philip Johnson will be available on the day to participate. The Market will consist of free pitches for market stalls, churches together and entertainment. It will run from 10am to 4pm and publicity will soon be put out in the public domain. The Morris Dancers to be asked if they would like to participate, plus children who attend church and the William Alvey pupils, who have performed at the past two St George's Day events.

8. Summer Event for the Town

After discussion, it was felt that this item be looked at further down the line, at a future meeting.

9. Car Boot Events

The Panel decided that Car Boot Sales will be trialled at Eastgate Car Park, from 12 noon to 4pm, on 1st, 15th October, 29th October, 12th November and 26th November. The cost will be £5 per car and set up will be between 11am and 11.40am. Publicity will soon be put out in the public domain.

10. Town Signage

Councillor Anthony Brand informed the Panel that he will next be attending a Sleaford Regeneration Group meeting on 8th September and he will report back any findings to Full Council. All agreed that there needs to be continuity in the signs throughout the town.

11. Agree to move into closed session

Christmas Market

The audio recording of the meeting was stopped.

Councillor Francesca Richards informed the Panel that the whole of the Town Hall has been booked for use by the Christmas Market. The downstairs Community Room will be used for the Santa's Grotto and both upstairs rooms will be for the indoor stall holders. Councillor Richards confirmed that the road closure has been completed and the Clerk will sign it on his return to work and be submitted. The road closure signs to be looked at by the Panel Councillors, cleaned and new numbers and letters ordered. Aurora Security and St John's Ambulance have been confirmed. A meeting will need to be held with St John's Ambulance in the new year, to re-negotiate the new contract for future years. Councillor Richards confirmed that she will speak with the Clerk and Services Supervisor regarding purchasing larger steps for the trailer.

Date of Next Meeting: To be arranged.

The meeting finished at 12.10pm.