



Sleaford Town Council
Culture, Events and Markets Panel
Notes and Report of Meeting – 17th October 2018
10.30am to 11.15am

Panel members present:

Councillor Stephanie Dale
Councillor Linda Edwards-Shea
Councillor Ken Fernandes
Councillor Jan Mathieson
Councillor Francesca Richards (Panel Lead)
Councillor David Suiter

Non panel members present: Councillor John Charlesworth, Councillor Melody Shanahan-Kluth, the Clerk for the opening item only, the Services Team Leader and the office work experience student.

Meeting and Panel supported by the Office Manager

Before the meeting began, there was a 15 minute de-brief about the outdoor cinema event which was held on Saturday 29th September 2018.

The Clerk – he gave his thanks to the Office Manager and the Services Team Leader for all their hard work in arranging the event, from the risk assessment, event management plan, designing of the tickets, posters and flyers, promotion and advertising, selling of the tickets (all the admin team), sourcing of the generator, site plans, purchasing of equipment, instructing the services team. The Clerk asked the Office Manager and the Services Team Leader if all had all gone well with regards to their respective tasks for this event, which both confirmed it had. The Services Team Leader however was tasked to source a powerful generator for the event, which took a lot of organisation.

The Panel Lead, Councillor Richards – she expressed her deep gratitude to the same two members of staff and also to the members of the services team who worked on the evening. She explained that the services staff working at the actual event worked very well and had everything in hand. Councillor Richards also explained that Councillors turned up to assist, but had previously been informed that there was no extra help required. It was felt that the services team present were sufficient to set up and followed their instructions and the site plan with no problems. Councillor Richards also informed everyone present that the security team who were hired for the event worked really well and the Tennis Club who supplied the electric supply for the lights were so helpful and kind. Councillor Richards also spoke about free tickets being requested, but said that this will be addressed in the fuller debrief when all members of the Panel are present.

Councillor Fernandes – he expressed his concern that ushers would have been useful to show people to the seating area and to help set up people's seats where required.

Councillor Richards – she explained that events such as this are up to ticket holders to pitch up themselves and set up their chairs. She also explained that if the event is held next year, there would hopefully be brighter lights and a larger number of lights.

The Clerk – he rounded off the de-brief with his thanks once again and informed the Panel that there was around a £750 surplus made from the event. He also informed the Panel that many positive comments had been received about the event and there had been a small number of people who gave feedback relating to

the volume of the film and whether at a future screening, the screen itself could be raised higher. This information had been passed to the cinema company.

The Clerk and Services Team Leader left the meeting.

1. Apologies for Absence

Apologies for absence were received from Councillor Adrian Snookes.

2. Report from the meeting held on 17th September 2018

The report was noted.

3. Debrief for the Macmillan Coffee Morning and Lincolnshire Day Event – Monday 1st October

Councillor Richards informed the Panel that the Coffee Morning had gone extremely well and over £200 had been raised, all of which is being donated to Macmillan. Over 60 people attended the event and the feedback was very positive from everyone. The official Macmillan Coffee Morning is held at the end of September every year, so the Panel agreed that it would be a good idea to hold the Town Council's Macmillan Coffee Morning to coincide with Lincolnshire Day each year, which is the 1st October.

4. Panel Membership Participation

Councillor Richards spoke to the Panel about participation on the Culture Panel and at events. She explained that commitment is needed from everyone, despite it not being always easy with work or family constraints. Councillor Richards also explained to the Panel that it is a very fast moving and busy Panel.

Discussion also took place about all 18 Councillors assisting on the day at Town Council events, not just the Culture, Events and Markets Panel members. If any Councillor is unable to help at certain events, they should not vote for them to take place.

Recommendation to Full Council: that all 18 Councillors assist on the day with Town Council events and if they are unable to, to not vote for them to take place.

Note – at the Full Council meeting held on 7th November 2018, this recommendation was withdrawn and put for noting only.

5. Autism Awareness Week Events

Councillor Suiter informed the Panel that he had spoken with the local contact for Rainbow Stars, who would like to hold a fund raising coffee morning at the Town Hall on Tuesday 2nd April 2019. The Panel discussed this matter and agreed that the Community Room could be used for this event free of charge, together with cups, hot water urns and the use of the dishwasher. The group are to provide their own tea, coffee, milk and biscuits/cakes.

Councillor Suiter also informed the Panel that Rainbow Stars have requested that the Town Hall be lit up in gold in the Autism Awareness Week in 2019, as that is the colour for them to raise awareness. Whilst the Panel thought that this was a good idea, the Town Council need to be careful that they don't set a precedent for all the other local groups in town. Therefore, if the lighting could be funded by the group, the Panel could take this to Full Council as a recommendation. Also, if the group have a flag that they would like to be flown from the Town Hall to raise awareness, this could also be taken to Full Council.

Recommendation to Full Council: that Rainbow Stars be allowed to use the Community Room in the Town Hall, free of charge, on 2nd April 2019 for a fund raising coffee morning, together with use of the dishwasher, cups and hot water urns.

Recommendation to Full Council: that if Rainbow Stars can fund lights, that the Town Hall be lit up in gold for Autism Awareness Week in 2019. Also, if Rainbow Stars have a flag that they wish to fly during the Awareness Week, that it be flown from the Town Hall.

6. Correspondence

Councillor Richards informed the Panel that Councillor M Shanahan-Kluth was interested in joining the Panel and asked everyone whether they would be willing to ask Full Council to add her to the Panel and for the Terms of Reference to be changed from 7 members to 8.

Recommendation to Full Council: that Councillor Shanahan-Kluth be added to the Culture, Events and Markets Panel and that the Terms of Reference be changed from 7 members to 8.

7. Future Events

A calendar of events was shown to the Panel and more ideas were put forward:

Cllr Richards – suggested a St Valentine’s Market in the Town Hall on Saturday 2nd February 2019. This would be a craft type Market, with tables available for £10 (non-refundable). The Town Hall could be decorated with a Valentine’s theme and signs put up around town to direct them to the Town Hall. Signs to also be put up at the Town Hall to direct people to the Farmers Market. This event would fall on the same day as the Councillors Surgery, but this could be held in the conservatory area for this one day. The Panel agreed that this be put forward to Full Council.

Recommendation to Full Council: that a Valentine’s Market be held on the Town Hall on Saturday 2nd February 2019.

Councillor Dale – suggested a speciality Food Market in the Market Place, ideally in May 2019. Also a Sleaford Pride Parade in July 2019.

Councillor Richards – suggested a Steampunk event in 2019.

The Panel agreed that these suggested events would be looked at during a future meeting.

Councillor Dale brought the Sleaford Carnival to the attention of the Panel and said that she had been informed it was hopefully going ahead in 2019 (note – Full Council at a meeting on 20th June 2018, agreed to approve, in principle, the use of the Recreation Ground for the Carnival on July 14th 2019).

It was requested that any event de-brief notes from events be given to the Panel at the next round of events, for information.

The list of future events so far to be published on the website once Full Council has agreed to them.

8. Date and time of next meeting

The next meeting will take place on Wednesday 5th December in the Town Hall, at 10.30am.

The meeting finished at 11.15am.

