



Sleaford Town Council  
Culture, Events and Markets Panel  
Notes and Report of Meeting – 18<sup>th</sup> July 2018  
10.30am to 11.30am

Panel members present:

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

Meeting and Panel supported by the Office Manager

**1. Apologies for Absence**

Apologies for absence were received from Councillor David Suiter.

**2. Report from the meeting held on 18<sup>th</sup> June 2018**

The report was noted.

**3. NK Community Champion Awards**

Information from NKDC relating to their Community Champion Awards was received and noted. If any Councillor wishes to make a personal nomination for an award, the information can be found on the NKDC website.

**4. Ideas for Specialist Markets**

After discussion, the following events were put forward for 2019:

Valentine's Market in the Town Hall – possibly Saturday 9<sup>th</sup> February  
St George's Day Market – Saturday 27<sup>th</sup> April (so as not to coincide with Easter weekend)  
1940s Event – June  
Midsummer Market – June  
Special Charity Coffee Morning and Lincolnshire Day at the Town Hall – Saturday 1<sup>st</sup> October  
St Denys' Day Market and Harvest Celebration – October  
Christmas Market – December  
Famers Markets – first Saturday of every month

Councillor Suiter arrived at the meeting at 10.50am.

Other ideas put forward for events were quiz nights, wine tasting and games nights with a winner's cup.

This item to be put on the agenda every other meeting, so that ideas can be added and a calendar to be produced for the office, to show the dates of the events. Other events by different organisations in the Town can be added to the calendar.

The Panel reiterated that charities are welcome to use the Town Hall for a minimum cost, at the Clerk's discretion, for events such as coffee mornings, to help fundraise for their charity.

It was requested that flags for Scotland, Ireland and Wales be purchased to fly at the Town Hall on appropriate occasions.

The signs for the Farmers Market were discussed and it was suggested that new signs be purchased, which would read 'Farmers Market – held on the first Saturday of every month'. These signs could be left out permanently and perhaps merged with the current regular Market signs (so that there would only be one sign put up at each entrance to Town). This would also save labour and time for the Services Team.

**Recommendation to Full Council: that new Farmers Market signs, merged together with regular Market signs be purchased and permanently erected at the Town's entrances.**

#### **5. Car Boot Sales**

Councillor Richards put forward the idea to the Panel that the Town Council continue to run the three remaining Car Boot Sales for 2018 and then for 2019, offer the dates to charities and community groups. Each group would marshal and run the Car Boot Sales each time on Eastgate Car Park and collect the money for their charities. The Car Boots would run from March to October and would be held on the first Sunday of every month. Each charity or community group would advertise their dates, but the Town Council would help share any information on social media and the website.

**Recommendation to Full Council: that the Town Council offer the 2019 Car Boot Sales dates during March to October to charities and community groups.**

#### **6. Outdoor Cinema Event**

Councillor Richards informed the Panel that prices for portaloos to use at the outdoor cinema event have been sought and they would cost £100 plus VAT per standard unit. After discussion, it was decided that four units be hired for the event, including a disabled unit (which may have a slightly higher cost than a standard unit – the hire company have been asked for a price). They would be sited on the back field of the Rec where the event will be held and would be delivered on the Friday before the event and collected the Monday after the event. The kiosk toilets will also be open on the evening for people to use.

Update – a disabled portable toilet will cost £180 plus VAT.

**Recommendation to Full Council: that four portable toilets be hired for the event (one being a disabled unit).**

The Panel acknowledged that previously, they did not feel the need for the Services Team to work at the event, but after discussion, it was put forward that two team members be requested to set up the barriers and tape later on in the afternoon of Saturday 29<sup>th</sup> September and erect two gazebos and signs. The barriers, tape and gazebos to be taken down and stored away when the film has finished that evening (predicted time 9.30pm). The kiosk toilets will also need to be locked up after the event.

**Recommendation to Full Council: that two Services Team members be requested to set up the barriers, tape and gazebos and signs in the afternoon of Saturday 29<sup>th</sup> September and to clear and take down the items at the end of the film and close the kiosk toilets.**

Councillor Richards informed the Panel that £1,090 worth of tickets had been sold at the present time, which was very pleasing and Councillor Snookes informed the Panel that he had been leaflet dropping and had received an excellent response to everyone he spoke to. The event has been widely advertised on the website and social media and the press are being very supportive also. The Panel agreed that a few A3 site maps be drawn up for the event and erected around the event area on the day.

Councillor Snookes reported that he can secure a light display company to do a spectacular light show on the evening of the event. The lights will also help people when they arrive and leave. The cost of the light show will be £100.

**Recommendation to Full Council: that the light show company be booked for the event.**

It was requested that a list of the income and expenditure be put to Full Council for information, when it can be produced.

**7. Correspondence**

There was no correspondence to discuss.

**8. Future Events**

Councillor Richards suggested that a MacMillan Coffee Morning be held at the Town Hall and coincide it with the Lincolnshire Day celebration. This year's official MacMillan Coffee Morning is Friday 28<sup>th</sup> September, but you can hold them on any day you wish. After discussion, it was decided to hold the Coffee Morning and Lincolnshire Day celebration on Monday 1<sup>st</sup> October, as the Town Council already have their regular charity coffee morning that day.

**Recommendation to Full Council: that a MacMillan Coffee Morning and Lincolnshire Day celebration be held at the Town Hall on Monday 1<sup>st</sup> October.**

**9. Date and time of next meeting**

The next meeting will take place on Wednesday 29<sup>th</sup> August 2018, in the Town Hall at 10.30am.

The meeting finished at 11.30am.