**WIGTON TOWN COUNCIL**

**A MEETING OF THE FESTIVALS COMMITTEE WAS HELD ON**

**TUESDAY 17th MAY 2016 AT 6.30PM**

**PRESENT**

Councillors Keaveney, Hodson & Stabler.

**IN ATTENDANCE**

L Baseley, B Campbell, I Scott

**FES/1/2016 ELECT A CHAIR**

Cllr Hodson proposed Cllr Keaveney, with Cllr Stabler seconding. Cllr Keaveney was duly elected chair of the committee

**FES/2/2016 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

Cllr Webster, D Graham and J Lancaster.

**FES/3/2016 APPROVE THE MINUTES OF THE FESTIVALS COMMITTEE HELD ON 19th APRIL 2016**

Minutes approved & signed.

**FES/4/2016 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/5/2016 UPDATE SPRING/SUMMER EVENTS**

B Campbell reported arrangements all in hand for the Art Exhibition and Windows Week. The diminishing lack of suitable windows and interest is to be followed up after the event with a review of how it can be carried forward. Solway Arts have advised that the Jazz night has had to be postponed.

I Scott reported that there has been a few setbacks with regard to schools participation in the Wiza Words event but final deadlines have now been imposed. Bookends are unable to man the book sale. Other writing groups have been invited.

Cllr Keaveney requested final numbers of acceptances to the official opening of the Open Art Exhibition be provided next week.

**FES/6/2016 SEPTEMBER EVENT**

Guinness World Record Attempt. The chair reported the outcome of a meeting with the school representatives which has resulted in a provisional date of 11th October being set. School participations means 700 pupils from NTS alone will take part. The event will not be publicised until arrangements are set with GWR, Innovia and the Bank of England who have expressed an interest to be involved. Initial costings are that £3,000 will need to be fundraised.

**FES/7/2015 christmas lights events**

Taylors have confirmed that they will operate on the Car Park. A meeting is arranged with GLL Leisure for next week regarding the live show at the fountain. Cllr Hodson is to make enquires for husky rides on Phoenix Park. The format of the market remains uncertain and the chair has composed a press release which hopefully will attract traders. The clerk is to contact ABC with a view to securing £1000 from their budget for “Love your Market” which will alleviate the cost of the road closure. Enquiries have been made for the provision of a Caricaturist, face painter, Sno-Cat’s and penguins. The Elf parade together with the Samba Band and Santa route to be confirmed. It was suggested that businesses be approached to building Santas

A discussion followed as to the lights switch on and L Baseley is to approach the nominated person to see if they are interested.

Date of next meeting, **Tuesday 14th June 6.30pm**

Meeting Closed 7.40pm

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FESTIVALS COMMITTEE WAS HELD ON**

**TUESDAY 14th JUNE 2016 AT 6.30PM**

**PRESENT**

Councillors Keaveney, Hodson, Webster & Stabler.

**IN ATTENDANCE**

L Baseley, B Campbell, I Scott, D Graham

**FES/8/2016 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

T Noble

**FES/9/2016 APPROVE THE MINUTES OF THE FESTIVALS COMMITTEE HELD ON 17th MAY 2016**

Minutes approved & signed.

**FES/10/2016 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/11/2016 REVEW SPRING SUMMER EVENTS**

B Campbell reported Windows Week had gone well with more support than expected, and plans to carry on next year with more variety of crafts. The Art Exhibition went well with entries and visitors up on last year. Twinning with “Wiza Words” had worked well, as had the weather. Cllr. Keaveney advised of a provisional booking for an exhibition in May 2017 that can be included in next year’s programme. B Campbell’s painting “Flooded Field” was voted best picture. Cllr. Keaveney conveyed the councils thanks to the Festivals committee for Spring Fling Events. I Scott reported “Wiza Works” had worked well, in particular the workshops. It had attracted positive feedback and compliments. D Graham advised the event will go ahead next year, taking into account “Lessons Learnt”

B Campbell is to send feedback back to the Clerk so that a press release can be issued. L Baseley suggested Sue Allan be contacted 3 months before the events next year so that an article can be included in Cumberland Life. The Quiz walk had been well attended.

Preparations for the Carnival and the two plays to be performed at The John Peel Theatre. Footprints of our Fathers is on schedule.

**FES/12/2016 GWR Attempt**

Date confirmed as 11th October. T Shirt prices to be progressed by the Clerk. Cllr Keaveney updated the committee on arrangements and funding requirements to date. The clerk is to write to Allerdale requesting the suspension of Car Parking on the date. Ideas put forward for the day depend upon the role and profile of the key players.

**FES/13/2016 christmas lights events**

Another quote for installation is expected shortly. Cllr Keaveney relayed full council’s unanimous decision to formally recognise the efforts of the previous volunteer team.

In addition to the attractions already booked (Fun Fair, Mini-Zoo, Street Market, Face painting, Caricaturist, Santa/Elf Parade, Prof. Pumpernickel, Live Show) Cllr Hodson is to look at a petting zone, and a Samba Band. The finale will be a firework show, D Graham to look at potential sites, with the clerk to check the insurance cost. L Baseley queried whether the Xmas tree brackets could hold flags – clerk to check.

Date of next meeting, **Tuesday 19th July 6.30pm**

Meeting Closed 7.45pm

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FESTIVALS COMMITTEE WAS HELD ON**

**TUESDAY 19th JULY 2016 AT 6.30PM**

**PRESENT**

Councillors Keaveney, Hodson, Webster & Stabler.

**IN ATTENDANCE**

L Baseley and D Graham

**FES/14/2016 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

Brian Campbell and Sarah Williams

**FES/15/2016 APPROVE THE MINUTES OF THE FESTIVALS COMMITTEE HELD ON 14th JUNE 2016**

Minutes approved & signed.

**FES/16/2016 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/17/2016 GWR Attempt**

Cllr Keaveney reported that the Contract had gone to Melbourne to be signed.

Stewards required for the day – Cllr Webster, B Woodburn, Dennis and Kath Graham, Len Baseley + 3 Rotarians. Clerk to ask Town Councillors.

Stewards required – 4 at Main Tent and 2 at 5 other tents. (Minimum requirement)

Clerk to request Free Car Parking on Water Street Car Park on day

Press Release – Innovia and Festivals Early September

Sponsorship – Innovia, WTC, ABC, CCC (Roger Liddle), Banks/Building Societies

Drone and Big Screen – Cllr Cowell has offered his services on the day (Drone only). Committee feel that a professional company who have both screen and drone is the preferred option.

Communication - Radios on the day (Contact Nortech)

Look at sale of DVD’s

Poncho’s instead of T Shirts (Cheaper option)

**FES/18/2016 christmas lights events**

Clerk to invite Taylors to a meeting. Sort date with Clare

2 quotes received for lights – Agreed to go with Abbey Electrical. Testing of wires and bolts to be done asap. Clerk to let Abbey know the weights of the cross street lights so testing can be undertaken.

Contact Jonathan Higgins re raffles prizes.

Council Staff to put up/down gazebos for the market.

Samba Band – Up and running Contact at School is Andrew Walker (Talk to Youth Station first)

Fireworks Display – Clerk to contact Company to come and look at designated are. Contact our Insurance Company.

Date of next meeting, **Tuesday 16th August 10.00am**

Meeting Closed 7.10pm

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FESTIVALS COMMITTEE WAS HELD ON**

**TUESDAY 23RD AUGUST 2016 AT 10.00AM**

**PRESENT**

Councillor Keaveney

**IN ATTENDANCE**

I Scott

**FES/19/2016 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

Cllrs Webster, Hodson and Stabler.

Brian Campbell, Dennis Graham, Joan Lancaster, Len Baseley and Sarah Williams

**FES/20/2016 APPROVE THE MINUTES OF THE FESTIVALS COMMITTEE HELD ON 19TH JULY 2016**

Minutes approved & signed.

**FES/21/2016 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/122/2016 GWR Attempt**

GWR Update

Cllr Keaveney reported that the Contract had been signed and sent back to GWR. Payment for this already secured.

Funding received so far:

£1k contribution from TC

£1k contribution from Festivals Fund

£1k contribution from LEP funding

Follow up letter to banks by Clerk next week.

Clerk requested Free Car Parking on Water Street Car Park on day – Still awaiting a reply

Barriers ordered

Clerk to order wristbands

Drone and Big Screen ordered

Clerk to ask if Community Bus could be available on day

Clerk to check with Jonathan Higgins re: MC

Raffle on the day – Ask L Baseley to manage this.

Clerk to check with businesses re: raffle prizes

Stewards – I & G Scott, D & K Graham + list from last meeting.

Flag poles and flags to be put up before Friday 9th September and bunting required for Showfields

Clerk to order radio’s for the day

Students to film on day

Police have been informed of the event

**FES/23/2016 christmas lights events**

Clerk still trying to contact Taylors to attend a meeting.

I Scott looking into Christmas Window displays – Christmas Characters

Letter to shops by end of October and also a date for the judging of the windows.

A recognition award to be given to Lights Team – Possibly help turn lights on this year?

Thanks you to the team on the Christmas Flyer.

Clerk to order radios for the day

Fireworks Display – Clerk to contact Company to come and look at designated area.

Date of next meeting, **Tuesday 13th September 6.30pm**

Meeting Closed 10.50am

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FESTIVALS COMMITTEE WAS HELD ON**

**TUESDAY 13TH SEPTEMBER 2016 AT 6.30PM**

**PRESENT**

Councillor Keaveney, Stabler and Webster

**IN ATTENDANCE**

D Graham and S Williams

**FES/24/2016 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

Cllrs Hodson and Pitcher

Joan Lancaster and George Deans

**FES/25/2016 APPROVE THE MINUTES OF THE FESTIVALS COMMITTEE HELD ON 23RD AUGUST 2016**

Minutes approved & signed.

**FES/26/2016 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/27/2016 GWR Attempt**

GWR Update

All funding is now in Sponsors are:

Innovia

D A Harrison

Wigton Town Council

LEP

Story Construction

TSB

Power Supply for the Screen – **To Check**

Stewards already

All Stewards to meet at the showfields at 8.30am to be briefed on the event.

Time Keepers on the day – A Pitcher and M Bellamy

MC – A Pitcher

GWR require the are measured on the day of the event.

Independent witness – Cllr Tony Markley from Silloth Town Council

Awaiting feedback from Red Raddish Co. catering van. If anyone has any other suggestions then please get in touch with the Clerk.

**FES/28/2016 christmas lights events**

Meeting with Taylors Funfair on Friday 16th. Clerk and Cllr Stabler

All town gazebos have been taken for the Market on the day.

Elf Parade – Youth Station to sort out route etc. and liaise with Clerk. Supply Youth Station with Sweets/cones for prizes.

Headline Act has been booked – Andrea Faustini

Fireworks still to be booked.

Risk Assessments to be done. Clerk to contact Mandy Studholme and ask if she would be willing to help?

Christmas Window Display – IS has contacted all shops and no interest other than Chrysalis. More info to follow.

Date of next meeting **Tuesday 18th October 6.30pm**

Meeting Closed 7.30pm

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FESTIVALS COMMITTEE WAS HELD ON**

**TUESDAY 18TH OCTOBER 2016 AT 6.30PM**

**PRESENT**

Councillor Keaveney, Stabler, Hodson and Webster

**IN ATTENDANCE**

D Graham, S Gasgarth and I Scott

**FES/29/2016 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

J Lancaster, S Williams and B Campbell

**FES/30/2016 APPROVE THE MINUTES OF THE FESTIVALS COMMITTEE HELD ON 13TH SEPTEMBER 2016**

Minutes approved & signed.

**FES/31/2016 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/32/2016 REVIEW OF GWR Attempt**

Coverage by all areas of the Media

Excellent day

The group watched a 3 minute promotional video of the day.

The Bank of England reported that this was the first community event they had been to and enjoyed the day.

Members felt that there had been no community engagement by the Secondary School and this should be something that is fed back to them through the Governors.

**FES/33/2016 christmas lights events**

The Clerk read out a letter received from CTS (Stress testing company) with regard to the eyebolts/cables etc. that are currently being used for our Christmas Lights. Unfortunately due to a number of factors the fittings we have in place cannot be used this year. The Chair asked the group for alternative ideas.

D Graham and S Gasgarth will discuss options after they have surveyed High St/King St.

27th November confirmed arrangements

Elf Parade/Competition - 11.30am

Santa’s Grotto in the Youth Station – 12.00 to 5.00pm

Professor Pumpernickel – 12.30pm

Street Market – From 10.00am

Craft Fair in the Market Hall – From 10.30am

Face Painter and Caricaturist – 12.00pm

Mini Zoo – 12.00pm (Clerk to check electric can be provided by the Church)

Taylors Fun Fair on Water Street Car Park – 11.00am (Clerk to ask Ward Councillors to speak with ABC with regard to the charge of the car park at £500)

Stage – from 2.00pm

Giocoso – 3.00pm

Leaflet to be organised. Clerk to check with groups/schools if any community events are taking place.

Fund Raising for Christmas – Xmas Raffle Volunteers to sell tickets in Coop or Lidl?

I Scott will donate a hamper and will sell tickets in shop

Clerk to contact Firework Company with regard to pyrotechnics

Contact ABC to clean up after event.

Date of next meeting **Monday 7th November at 4.00pm**

Meeting Closed 7.50pm

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FESTIVALS COMMITTEE WAS HELD ON**

**MONDAY 7TH NOVEMBER 2016 AT 4.00PM**

**PRESENT**

Councillor Keaveney, Stabler, and Hodson

**IN ATTENDANCE**

D Graham and I Scott

**FES/34/2016 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

J Lancaster

**FES/35/2016 APPROVE THE MINUTES OF THE FESTIVALS COMMITTEE HELD ON 18TH OCTOBER 2016**

Minutes approved & signed.

**FES/36/2016 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/37/2016 christmas FESTIVAL**

Proof of leaflet handed round

Christmas Lights – Cllr Stabler had been interviewed by Radio Cumbria with regard to the letter sent out to businesses to help light up the town this year due to some of the lights not being put up. A statement had also been put on social media.

Christmas trees will be put up by park staff before 27th November.

No cross street lights.

Cable in please for lights at the fountain.

Need a new quote from Abbey Electrical for connecting trees and fountain lights.

D Graham and G Deans have checked all the lights.

K Graham to dress the fountain.

Stalls on the Street – Set up by 9.30am by TC staff

Stall holders from 9.30am to be set up by 10.30am

Elf Parade – Route from Market Hall to Youth Station via Café 1262

Fun Fair for Car Park – Cllr Keaveney reported that Taylors have not been able to get any large rides this year.

Options to discuss

1. Accept
2. Go somewhere else
3. Let them go on the street with stall holders
4. Ask them not to come at all

SH – Happy for Taylors to go on the street and ask someone else to bring large ride

DG – Tempted to go with it for this year.

IS – Maybe too late to change for this year but we look at doing our own thing for next year.

CS – Have to be careful about the Showman’s Guild.

SH – It is our event, not Taylors and we cannot be held to ransom.

CS – Check with Slaters if they can come or we ask Slaters to work with Taylor’s

Agreed that we accept what Taylor’s bring and can go either on street or car park with large ride.

Everything else is organised for the day.

G Deans has agreed to advise on lights and look at alternatives if needed.

Capital outlay needed from Full Council.

Date of next meeting **tba**

Meeting Closed 4.45pm

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FESTIVALS COMMITTEE WAS HELD ON**

**WEDNESDAY 1ST FEBRUARY 2017 AT 6.30PM**

**PRESENT**

Councillor Keaveney and Stabler

**IN ATTENDANCE**

D Graham, I Scott, M Huntington, R Mattinson, S Gasgarth, G Deans and B Campbell

**FES/38/2016 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

Cllrs Webster and Hodson, J Lancaster, C Jenson, S Williams and J Hollick

**FES/39/2016 APPROVE THE MINUTES OF THE FESTIVALS COMMITTEE HELD ON 7TH NOVEMBER 2016**

Minutes approved & signed.

**FES/40/2016 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/41/2016 christmas LIGHTS**

Works still to be carried out in town centre. Fountain and Christmas trees still to be taken down.

Cross Street lights to be checked. Clerk to purchase brackets etc. for these.

Catenary wire to be removed.

Look into having a fixed installation of projectors.

Abbey Electrical to look at putting anchor bolts above window heights of shops. Once looked into Clerk to send a letter to all businesses.

To discuss 2 new electric points.

Look into starting the lights from Passion Flower on High Street and run along the Cornmarket.

**FES/42/2016 SPRING FLING 2017**

27th May to 4th June 2017

Windows Week will be taking place.

Cate Haste will be opening the Art Exhibition on Saturday 27th May

Wiza Words taking place – 27th to 29th May

John Peel Theatre – 23rd to 26th May Round the world in 80 minutes

Jazz Night in the Glass House – 3rd June

Choral Society in Methodist Church on 17th June

Chamber of Trade – Happy Gardner 1 day event on Cornmarket

Wiza Words – To run a small 60’s exhibition, Children’s writing competition etc.

Leaflet for Spring Fling – Deadline March

Chamber of Trade have asked for free parking for Saturday 27th May this year to coincide with the Spring Fling Event. Also free parking on other event days.

**FES/43/2016 WIGTON CARNIVAL 2017**

Saturday 24th June 2017

Insurance paid for by Wigton TC

5 bands already booked.

Funding Gap – Should be able to cover funds this year.

Police in attendance.

Date of next meeting – 1st March 2017 at 6.30pm

Meeting Closed 7.45pm

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FESTIVALS COMMITTEE WAS HELD ON**

**WEDNESDAY 1ST MARCH 2017 AT 6.30PM**

**PRESENT**

Councillor Keaveney, Webster, Hodson and Stabler

**IN ATTENDANCE**

D Graham, S Gasgarth and B Campbell

**FES/44/2016 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

J Lancaster, C Jenson, A Pitcher, I Scott, R Mattinson, M Huntington, S Williams and

J Hollick

**FES/45/2016 APPROVE THE MINUTES OF THE FESTIVALS COMMITTEE HELD ON 1ST FEBRUARY 2017**

Minutes approved & signed.

**FES/46/2016 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/47/2016 christmas LIGHTS**

Fountain Lights would be coming down early Tuesday morning (7th March)

Sandy meeting with a lighting designer on Thursday morning to discuss options for High Street/King Street. D Graham had written out a schedule of work for lights – Passed on to Sandy. S Keaveney requested that we have a cost from the Contractor asap. We will need to look to an engineering company to put up fittings/eye bolts.

The Clerk reported that the fittings had been purchased for the Cross Street Lights but existing sites needed to be looked at to check for safety.

Sandy was thanked for his time.

Ideas for this year –

Elf Parade and Samba Band

Professor Pumpernickel

Face Painter

Caricaturist / Photo Booth

Stage

Ice Rink – Clerk to obtain quotes

Reindeers / Camels

Made in Cumbria Stall on Street – Cllr Stabler to contact

**FES/48/2016 SPRING FLING 2017**

Nothing new to report all going to plan.

Deadline for leaflet is Week Commencing 3rd April 2017

**FES/49/2016 WIGTON CARNIVAL 2017**

Clerk to look into fund set up by ABC for new events to help with the development of Wigton Family Carnival Day.

Members to look at fundraising ideas for this year.

Grand Prize Draw

Car Treasure Hunt

Quiz / Heritage Trail

Date of next meeting – 5th April 2017 at 6.30pm

Meeting Closed 7.30pm

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FESTIVALS COMMITTEE WAS HELD ON**

**WEDNESDAY 5TH APRIL 2017 AT 6.30PM**

**PRESENT**

Councillor Keaveney, Hodson and Stabler

**IN ATTENDANCE**

D Graham, M Huntington and B Campbell

**FES/50/2016 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

J Lancaster, C Jenson, A Pitcher, I Scott, R Mattinson, M Huntington, S Williams and

J Hollick

**FES/51/2016 APPROVE THE MINUTES OF THE FESTIVALS COMMITTEE HELD ON 1ST MARCH 2017**

Minutes approved & signed.

**FES/52/2016 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/53/2016 SPRING FLING 2017**

Nothing new to report all going to plan.

BC to complete list for leaflet and pass to Clerk.

Quiz Heritage Trail to be added along with Carnival Dog Show.

**FES/54/2016 christmas LIGHTS**

The Chair explained that we have a 12k budget for The Festivals each year – The biggest cost is the stage along with the road closure for High Street. Christmas lights switch on day costs approx. £12k. We will be discussing what we can afford this year for the stage with GLL. We need to look at trying to reduce our costs this year and look into fund raising for future years. Committee to discuss budget with Full Council.

Lights Switch on Day this year will be Sunday 3rd December 2017

A discussion took place about fundraising – The Chair discussed a joint Town Council and Chamber of Trade approach to the bigger companies ie. Futamura, Reays coaches etc.

Date of next meeting – 9th May 2017 at 6.30pm

Meeting Closed 7.40pm