

## **WIGTON TOWN COUNCIL**

### **A MEETING OF THE FESTIVALS COMMITTEE WAS HELD ON TUESDAY 20<sup>TH</sup> JULY AT 7PM**

**PRESENT** Councillors Ferriby, Speksnyder & Scott. C Stabler & S Keaveney

#### **FES/1/2021 TO ELECT A CHAIR**

Cllr Ferriby was duly elected Chair

#### **FES/2/2021 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

Cllrs Lynch & Crouch.

D Graham and I Scott have resigned from the committee

#### **FES/3/2021 TO RECEIVE AND AGREE THE MINUTES OF THE COMMITTEE MEETING HELD ON 30<sup>TH</sup> JANUARY 2020**

The minutes of the meeting were approved and signed by the Chair

#### **FES/4/2021 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

#### **FES/5/2021 EXCLUSION OF PRESS AND PUBLIC**

None

#### **F&P/6/2021 EVENTS FOR 2021**

##### **OCTOBER EVENT**

S Keaveney reported she had met with Ellie Jones, Events Manager of Allerdale Borough Council who is looking to hold an event in Wigton in October. The plan is to hold a "Taste Cumbria" type event with additional activities taking place. ABC are looking for support and buy in from the Town Council and various groups and organisations in the town. It was AGREED to arrange a meeting with Ellie ASAP and to invite a member of the Business Group to join the Festivals Committee

##### **CHRISTMAS 2021**

A discussion took place about a possible Christmas Event with the Lights Switch on 28<sup>th</sup> November. The Clerk reported that the lights were to be replaced this year and the office were awaiting quotes.

Ideas put forward were to hold a smaller event this year due to the pandemic (Lantern parade, Santa Dash, Magic Show, performers etc. OR investigate the possibility of holding a Live Show at the Fountain etc. as in previous years.

It was AGREED that the Clerk contact Jonathan Higgins to see if a live show is likely to be feasible. The Clerk was also requested to see what other Councils are doing this year.

##### **SPRING FLING 2022**

It is envisaged that Spring Fling 2022 will follow a similar format as in previous years – Art Show, Guest Speakers/Street Theatre/Carnival

##### **QUEENS DIAMOND JUBILEE**

Ideas put forward – Live Stream of Concert/Picnic/Tea. Beacon requires repair. Further consideration at the next meeting

Meeting Closed at 8.15pm

Date of Next Meeting TBC

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FESTIVALS COMMITTEE WAS**

**HELD ON TUESDAY 7<sup>th</sup> SEPTEMBR AT 7PM**

**PRESENT**

Councillors Ferriby, Lynch, Speksnyder & Scott. C Stabler

**FES/7/2021 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

S Keaveney, D Davison & B Campbell

**FES/8/2021 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/9/2021 EXCLUSION OF PRESS AND PUBLIC**

None

**F&P/10/2021 EVENTS FOR 2021**

**10.1 CHRISTMAS 2021**

The Clerk advised of the budget for 2021/22 and reported that the quotes for new Christmas lights were to be presented at the next full council meeting. Johnathan Higgins had confirmed he was confident he could arrange a large scale event as in previous years, but there was the risk of financial loss to the council if the event were to be cancelled. After some discussion it was agreed not to hold a major event this year in view of time restraints and financial risks should the event need to be cancelled.

The committee AGREED to run a competition for the best festive decorated house, and best festive decorated shop window. In addition, they AGREED to offer financial support to community groups/estates etc. where their own events are being arranged. The Mayor and Deputy Mayor will formally switch on the lights.

The committee are to request that the underspend on the budget be carried forward to next year in order to organise two spectacular events – Christmas Extravaganza and celebrations for the Queens Platinum Jubilee.

It was AGREED that the Clerk prepare a statement regarding the lights and invite groups etc. to apply to the council for funding.

**10.2 QUEENS PLATINUM JUBILEE**

The Clerk reported that two quotes had been received to live screen the concert from Buckingham Palace on Saturday 4<sup>th</sup> June 2022 at Barton Laws for the Queens Platinum Jubilee. It was AGREED that discussions take place to see what extras could be provided and what additional activities could be added to the celebrations.

The Clerk is to publicise the Christmas funding and invite interested parties to the next meeting

Meeting Closed at 8.pm

Date of Next Meeting **Monday 18<sup>th</sup> October at 7pm**

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FESTIVALS COMMITTEE WAS**

**HELD ON MONDAY 18<sup>TH</sup> OCTOBER AT 6.30PM**

**PRESENT**

Councillors Ferriby, Lynch, Speksnyder. S Keaveney  
3 members of the Public

**FES/11/2021 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

Cllr Scott – family emergency  
C Stabler, B Campbell

**FES/12/2021 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/13/2021 EXCLUSION OF PRESS AND PUBLIC**

None

The Chair brought Item 3.3 forward on the Agenda in light of the public presence.

**FES/14/2021 TO AGREE DONATIONS TO GROUPS/ESTATES FOR CHRISTMAS ACTIVITIES**

The Chair explained that the Committee were welcoming bids for group activities and that if a donation was agreed, receipts will be required for an audit trail.

Springfield Residents are looking to purchase a tree for the estate and/or lights etc. A donation of up to £250 was approved.

A request for a donation for sweets and bells was received for the Elf parade around the estates. £70.00 was approved

A request for the purchase of step ladders to put up poppies was received, as well as a contribution towards the materials required. Up to £50 was approved for materials, the Clerk will check if the Town Council has ladders that can be used.

A request from Wigton Baths Trust was received for funds towards prizes for the Christmas Themed Car Treasure Hunt to be held on 28<sup>th</sup> November. As this is a fundraising event for the Trust, the committee decided not to provide funds towards it, but will donate a prize. The Clerk is to contact the Trust to see what prize/prizes they are looking for.

**FES/15/2021 EVENTS FOR 2021**

**15.1 Queens Platinum Jubilee**

The Clerk reported the beacon was to be repaired. A letter had been received from the Pageantmaster of The Queens's Platinum Jubilee Beacons outlining arrangements for the day. Quotes for a piper had been requested. The Clerk will try to find a Town Crier. S Keaveney suggested that this item be referred to the Town Council due to the event being ceremonial.

The Clerk and S Keaveney had met with Fluid Productions who had provided a quote for the live screening of the concert from Buckingham Palace to see what extras could be provided. S Keaveney proposed that a GWR attempt be made on the day, prior to the screening of the concert. Drone prices have been obtained. The recommendation to full council is that this project is approved. It is anticipated that funding streams will be available towards the additional costs (estimate 5K).

Cllr Speksnyder noted the Big Jubilee Lunch is to take place the day before. It was felt by the committee that this is an opportunity for families/residents/groups to organise their own celebrations.

### **15.2 Publicity and Awards for best decorated house and best dressed commercial shop window**

The Clerk will manage the submissions. Boxes of confectionery and certificates to be awarded

Meeting Closed at 7.55pm

Date of Next Meeting **Monday 22<sup>nd</sup> November at 6pm**

## **WIGTON TOWN COUNCIL**

### **A MEETING OF THE FESTIVALS COMMITTEE WAS HELD ON MONDAY 22<sup>ND</sup> NOVEMBER AT 6.00PM**

#### **PRESENT**

Councillors Ferriby, Lynch, Speksnyder and Scott  
S Keaveney and C Stabler

#### **FES/16/2021 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

B Campbell

#### **FES/17/2021 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

#### **FES/18/2021 EXCLUSION OF PRESS AND PUBLIC**

None

The Chair brought Item 3.3 forward on the Agenda in light of the public presence.

#### **FES/19/2021 CHRISTMAS 2021**

The Clerk informed members that the lights would be put up on Friday/Saturday this week. Also the Christmas trees would hopefully be put up by Parks staff but wouldn't be lit. Tree for St Mary's to be delivered on Wednesday.

Council members would be switching lights on at 5.00pm on Sunday 28<sup>th</sup> November. Clerk to announce on facebook/contact News and Star.

#### **FES/20/2021 EVENTS FOR 2022**

##### **20.1 Queens Platinum Jubilee**

Information received regarding the 4 day event but still no timings other than the lighting of the beacons on Thursday 2<sup>nd</sup> June. No response regarding a Piper so the Clerk was asked to contact a Funeral Director to see if he knew anyone. Also to contact John Peel Theatre to see if they had anyone who would like to be a town crier on the day? Possibility of a Church service before the lighting of the beacon at 9.15pm

Friday 3<sup>rd</sup> June – Encourage Street parties on Friday and/or Sunday.

Saturday 4<sup>th</sup> June – Live streaming of the Concert. Make a day of it. Street vendors etc. Clerk to contact Ellie Jones ABC (In partnership with Taste of Cumbria)

Sunday 5<sup>th</sup> June – Promote events on Queen's list.

Look to producing a 'summer in Wigton' leaflet to include:

Spring Fling

Windows Week

Themed Jubilee Event (Best dressed family etc.)

Carnival

Taste of Wigton

## **20.2 Taste of Wigton Event**

To discuss with Ellie Jones having a 2 day event. Possibly changing date to September or other month. Clerk to contact Ellie regarding dates and also help with market for Christmas event.

## **20.3 Christmas Switch On 2022**

Agreed on Sunday 27<sup>th</sup> November 2022

Clerk to email Jonathan Higgins regarding the stage/entertainment. Look at hiring in a Santa's grotto along with entertainment in the Market Hall. Look in to costs for an Ice rink or similar.

Festive display competition – to run up to Friday 10<sup>th</sup> December. Entries in via facebook. Email to business group.

Meeting Closed at 7.05pm

Date of Next Meeting **Monday 17<sup>th</sup> January 2022 at 6.00pm**

## WIGTON TOWN COUNCIL

### A MEETING OF THE FESTIVALS COMMITTEE WAS

#### HELD ON MONDAY 24 JANUARY 2022 AT 6PM

#### PRESENT

Councillors Ferriby, Lynch, Speksnyder and Scott. S Keaveney, C Stabler (NADT), Brian Campbell, Ellie Jones (Allerdale Borough Council Events),  
2 members of the public.

#### FES/21/2021 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE

None

#### FES/22/2021 DECLARATIONS OF INTEREST/DISPENSATIONS

None

#### FES/23/2021 EXCLUSION OF PRESS AND PUBLIC

None

The Chair brought Items 3.2 (Taste of Wigton) and 3.3(Spring Fling) forward (so that Ms Jones and Mr Campbell could leave if they so wished), with an agreement that 3.1 (Jubilee celebrations) would be discussed as last item.

#### FES/24/2021 EVENTS DURING 2022

##### 24.1 TASTE OF WIGTON 2022

Miss Jones of Allerdale Borough Council (ABC) events team reported about inaugural event. It was noted that economic impact was in region of £80,000, following expenditure of £18,000 by ABC. Feedback was discussed, with potential changes to include covered seating, more signage, extra toilets, moving all trader parking to the school. Changing activities on offer. Treasure Hunt Quiz was great success (great prize), Heritage Trail Quiz less so – only one entry.

Date agreed for next Taste of Wigton is Saturday 23<sup>rd</sup> April, week after Easter. Looking at option to close Church Street (has been done previously but need to check if wedding booked). Coincides with St George's Day so flags and theme suggested by Cllr. Lynch.

Point made that it was important to get local businesses involved at early stage.

Ideas for this event include: invite younger entrepreneurs and celebrity chefs, smaller stage so less noisy, encouraging local businesses to offer promotions, Cake-Off – baking competition judged anonymously, chefs or specialists (as with Mr Mahon of Redmayne Tailors) to give demonstrations.

Cllr. Ferriby suggested Trevor Grahamslaw to give talk on history of Wigton and will contact him. Cllr. Scott asked whether businesses in town might be able to place temporary signage letting visitors know where businesses can be found around town.

ABC financing £15,000. Looking to attract £3,000 sponsorship from either council or local business/sponsors to fully fund event. Small festival grant may be an option.

Recommendation from Cllr. Lynch that Festivals Group ask Wigton Town Council to support the event financially.



Promotion – Suzanne from ABC PR team will look at local newsletter, banners and a leaflet drop across Wigton. Suggested leaflets also left at local caravan/holiday locations to attract visitors. Leaflets to advertise all of Wigton’s events throughout 2022 is required. Spring/Summer. Autumn/Winter. Assistant Clerk to start compiling information for this.

## **24.2 10<sup>th</sup> ANNIVERSARY SPRING FLING**

Open Art exhibition will welcome some interesting artists as this will be the tenth anniversary and a great milestone.

Mr Campbell and Ms Keaveney will meet to finalise dates. Mr Bragg’s speaking engagement (now June 3<sup>rd</sup> 7.30pm). Will report at next meeting.

Ms Keaveney said due to extended bank holidays over Jubilee weekend cost of event would increase (staff costs).

Mr Campbell told committee Wigton Windows will coincide with Spring Fling and Jubilee this year and is still very popular, bringing people into the town.

## **24.3 QUEEN’S PLATINUM JUBILEE**

### **Thursday 2<sup>nd</sup> June**

Jubilee proclamation: Town crier (or someone willing to make proclamation in centre of town) still sought for 2pm. Cllr. Speksnyder will check her contact at the theatre.

Evening beacon lighting: Event timings have changed since initial documentation due to light levels in summer. Piper has agreed to play and has already learnt his piece of music. Dr Barthlemes to be asked if he is willing to play bugle/trumpet.

Street parties being encouraged across Wigton either on Friday 3<sup>rd</sup> and/or Sunday 5<sup>th</sup>.

### **Saturday 4<sup>th</sup> June**

Event managers booked. Timings for televised concert may be released nationally in February (to coincide with national ballot to attend London concert).

Local food and drink providers should be invited to take part.

Check licensing conditions for showgrounds.

Take guidance on security – what might be required, including ambulance, stewards etc. Barriers.

With the planned mass participation event outlined by Ms Keaveney, the ethos is ‘participate to celebrate’. Wigton likes a challenge. Children and families should be the focus. On the day of the concert activities for children should be arranged – thinking back to previous jubilee celebrations as it was all about making memories (fancy dress competitions, best Royal family, races etc).

Local groups/estates made aware of small grants to support events around town.

Meeting Closed at 7.40pm

Date of Next Meeting **Tuesday 22<sup>nd</sup> February at 6pm**

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE FESTIVALS COMMITTEE WAS**  
**HELD ON TUESDAY 22 FEBRUARY 2022 AT 6PM**

**PRESENT**

Councillors Ferriby, Lynch and Scott. S Keaveney, C Stabler (NADT), Brian Campbell, Steve Collier (RBLI)

**FES/25/2021 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

Councillor Speksnyder, Ellie Jones (Allerdale Borough Council Events)

**FES/26/2021 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/27/2021 EXCLUSION OF PRESS AND PUBLIC**

None

Councillor Ferriby welcomed Steve Collier as representative of the Royal British Legion Institute, representing John Daly who couldn't attend. RBLI wish to assist with events this year to communicate their presence in Wigton.

**FES/28/2021 EVENTS DURING 2022**

**28.1 QUEEN'S PLATINUM JUBILEE**

'Save the date' will be communicated via Facebook and Website.

AR reported we have only 1 vendor at present – need more help from Ellie Jones to source local vendors. View expressed by group that we need to formally request support from Ms Jones.

Cllr. Ferriby informed us that a church service for Jubilee will take place but nothing booked so far.

Bunting needs to be purchased. Cllr Lynch wondered if we could also use at Taste of Wigton event.

As for GWR attempt, there has been zero response so far. This leaves us with two options:

1. Forge ahead and plan/organise ourselves, then submit as record post-event,
2. Forget GWR attempt and look at having stage, games, music and DJ with finale as fireworks.

**Agreed: If no decision from GWR received by end of February, we will forge ahead with option 2 (party and fireworks).**

Fluid Productions has given us two options for the staging, so we should stick with the option that allows for 'Party at the Palace' to be screened.

We need to look for local sponsors to help fund certain elements of the event – generator, stage etc Would there be an opportunity to look at some sort of memento of the day for all children attending? Cllr Lynch remembers we had given out mugs in the past. This might be something a local sponsor could help with?

It was decided we should request a quote for a five minute display of fireworks from Phil Hetherington from Rosley.  
Cllr Lynch confirmed we do not need a license to transmit the televised concert outdoors.

Clare Stabler from NADT suggested locals who might be able to help organise games/activities for children on the day. These included Paul and Carol Harrison, Boxing club, football teams, Scouts, Cadets to help support this community event.

Sandra Keaveney mentioned that there is funding available from Sport England Jubilee Fund to get people active – this is the perfect opportunity to tap into this fund for Wigton’s community event.

## **28.2 10<sup>th</sup> ANNIVERSARY SPRING FLING**

Mr Campbell confirmed dates for all of the events he’s involved with for events leaflet.

John Peel Theatre ‘Harvey’s Wallbanger Murder Mystery’ (price includes cocktail) May 12-15<sup>th</sup>  
Box office open weekends in school term Sat 11-12

Wigton Windows Friday 20 May – Mon 6 June

Open Art Exhibition – Friday 27 May – Fri 3 June  
10-4 Admission free. Cumberland Suite, Market Hall, Wigton

Jack Lukeman (TBC) – Thurs 2 June  
7pm Market Hall, Wigton

Lord Bragg event Friday 3 June  
7.30pm £26

Wigton Choral Society Summer Concert  
7.30pm St Mary’s Church, Wigton  
Programme announced closer to date. Tickets on sale in in June

## **28.3 TASTE OF WIGTON 2022**

Taste of Wigton might be the perfect chance for RBLI to get involved and announce that they are up and running again – perhaps by giving out goodies that are branded with their logo or taking a gazebo.

Cllr Lynch suggested we have a small fairground ride and climbing wall for older children (perhaps hire two, as very popular?).

Ask Ellie to speak with Dennis about the musicians he will be approaching. It was suggested that we have some acoustic plus some local bands (as they have a following), and time the quieter music to coincide with the cooking demonstrations and when wedding takes place at 3pm.  
Suggested we also check with Ellie whether circus skills are returning.

Cllr Scott suggested we have a Wigton Town Council presence at Taste of Wigton to talk with townspeople about feedback from questionnaire and plans for the future.

## **28.4 Christmas 2022**

Road closure application needs to be completed for Sunday 27<sup>th</sup> Lights Switch On event.

Cllr Lynch asked for figures to be made available showing how much we have left over from 2021/22 that can be moved forward for 2022/23, and also the costs we have so far.

Clare Stabler presented options for Christmas:

**Ice Rink** – Option for three day hire, from Friday to Sunday. £6500/7000 + VAT for 12m x 8m. Hosting ice rink in Market Hall will save on security costs and ensure it will be able to run (ie. not weather dependent). We should be able to recoup half cost in tickets. Need to look at insurance. Members of the Business Group or local organisation might wish to sponsor the rink?

Other option is **curling lanes** – we could fit three into Market Hall. £1200 each lane.

**Santa's Grotto** – Location may need to relocate to Market Hall reception. Budget will be required to decorate to the appropriately festive level of a grotto.

**Craft fair** – People who ran it have retired. We will not be hosting this again.

**Professor Pumpernickel** – We have put out feelers to see if he can attend.

**Children's craft activities** – may be an option to relocate this to the Methodist Church on the Sunday afternoon. Cllr Ferriby may speak with Reverend Jackson concerning this.

**Gazebos** – need to check condition of the gazebos we have at WTC.

Vendors will be asked to supply their own. If ours are in good condition could hire them out for a fee.

Clare kindly said she would speak to all trades attending Taste of Wigton to see if they might be interested in attending as a vendor at the Jubilee event.

Meeting Closed at 7.15pm

Date of Next Meeting **Monday 7 March at 6pm**

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE FESTIVALS COMMITTEE WAS**  
**HELD ON MONDAY 7 MARCH 2022 AT 6PM**

**PRESENT**

Councillors Ferriby, Lynch, Speksnyder and Scott. S Keaveney, C Stabler (NADT), Steve Collier (RBLI)

**FES/25/2021 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

Brian Campbell, Ellie Jones (Allerdale Borough Council Events)

**FES/26/2021 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

**FES/27/2021 EXCLUSION OF PRESS AND PUBLIC**

None

Minutes were agreed as being correct from last meeting. Draft event leaflet was handed around for comments. Could we cost the distribution with Post Office. Look at cost, print run etc.

**FES/29/2021 EVENTS DURING 2022**

**29.1 BUDGET REPORT**

Assistant Clerk (AC) gave brief report of where we are with costs. Miss Keaveney suggested we develop a list of target sponsors for the events this year, and following years. Best to define the request and look at offering different levels/bands of sponsorship. Show what the sponsor would receive in return (sponsor board on site, PR).

Cllr. Scott suggested Cllr. Mike Armstrong might have some ideas.

Festivals group to send suggested sponsors to approach to AC.

**29.2 TASTE OF WIGTON 2022**

AC read out updated information from Ellie Jones, of ABC Events team.

Sandra Keaveney provided an update about some of the elements that still required clarification – painting session, circus skills (not currently booked).

Cllr. Ferriby suggested publicity sent to schools before they break up on 25<sup>th</sup>.

**29.3 JUBILEE**

AC reported that our beacon lighting has been registered and our event will be on the national map. We still require a town crier. A name was suggested and he will be contacted – potential for costume from theatre.

Fireworks – Fluid Productions still struggling to find supplier. Potential to ask for alternative like lasers.

Streaming of concert – still no time from BBC.

Discussed time for event start.

Vendors: Sandra suggested we send out communication via Facebook asking for vendors: Hot drinks beverages, burgers, ice cream, fast food, beer, sweets/cakes.

S. Keaveney suggested we need a walk-through of event on location. Circus performer might be a good fit to keep children entertained.

Elli had suggested a meeting on 22 March but many of attendees not around. Suggest she visit office.

#### **29.4 CHRISTMAS 2022**

GWR = no response. Unanimous decision ice rink is the chosen activity for the event.

Ice Rink – has been provisionally booked.

Christmas Market

Grotto and Staging – Jonathan will visit to finalise plans in due course.

Mr Pumpernickel, Circus guy and face painter will all be contacted for pricing and availability.

Need to source a Santa. Few names suggested.

Gazebos – need to check condition of the gazebos we have at WTC.

Meeting Closed at 7.15pm

Date of Next Meeting **Monday 25<sup>th</sup> April at 6pm**