

Ross-on-Wye Town Council

Minutes of the meeting of the **Events Committee**

held on Monday 1st February 2016 at 7.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr H Lerego, Cllr D Lister, Cllr R Mayo, Cllr D Ravenscroft
and Cllr C Utting

In attendance: Mrs S Robson - Town Clerk and Mrs R Tamplin – Projects Officer
There were four members of the public and no members of the press present.

In the absence of a chairman being appointed by Council it was unanimously proposed that Councillor Utting take the chair.

E16/02 01 Election of Chairman and Deputy to the Events Committee

It was proposed that a recommendation be made to Full Council that Councillor Bennett be appointed the Chairman to the Events Committee and that Councillor Utting be appointed as Deputy Chairman.

Proposed: Councillor Lerego
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to recommend to Full Council that Councillor Bennett be appointed as the Chairman to the Events Committee.

E16/02 02 Apologies for Absence

Councillor Bennett – Holiday

RESOLVED – to accept the apologies given.

E16/02 03 Declarations of Interest

None declared

E16/02 04 Dispensations

None

E16/02 05 Public Participation

The Community Links Officer from AONB showed the Members a brief film of the 2014 River Festival. It was reported there had been 30 events held on and around the River Wye between Hereford and Chepstow. The 2016 Festival has the theme of exploring water and will be focusing on environment issues relating to the river and its habitats. Funding has been sought from a number of sources to support many activities including schools' workshops, choirs, animated themed exhibitions as well as many other events. The events in Ross will take place on Sunday 1st May at the Rope Walk.

C Bennett

A representative from the Ross Branch of the Royal British Legion (RBL) informed Members of a number of events arranged over the coming months. The Committee was thanked for its support and asked if it would be happy to publicise future events.

7.45pm The members of the public left the meeting

- E16/02 06 Events Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting held on Monday 2nd November 2015. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Events Committee Meeting held on Monday 2nd November 2015 be signed as a correct record.

- E16/02 07 Action Review Summary** – to receive and review outstanding actions
Members were informed that the Actions from last year have been completed.

RESOLVED – to receive and note the report

- E16/02 08 River Festival**
To consider a donation of £1000.00 towards the River Festival events for 2016.

The Members were appraised that monies have been budgeted for from the 2015/2016 financial year. The last Festival brought thousands of people into town but the point was made about the low level of community involvement in Ross and the offering of events at this location. It was suggested that the Committee sends a letter to the following organisers, Ross Canoe Club who are celebrating their 60th anniversary, the organisers of the May Day Fair at the Hope and Anchor Gardens and the Beer Festival by the Lions and Rotary Club to suggest that they work together and consider joint publicity as all their events are taking place over the same weekend.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Lerego

RESOLVED – to approve the donation of £1000.00 towards the River Festival for 2016 on the condition that the funding is earmarked for the events in Ross.

- E16/02 09 Commemoration of the Battle of Somme Anniversary**
To consider request for the Council to participate in the 100-year anniversary of the Battle of the Somme.

It was reported there is no budget for this event but that the Town Council could offer use of its land if there was an appropriate event that another organisation wanted to arrange. A request from a resident of Ross was received enquiring if the Council was organising an event, but in the light of the lack of the budget a reply could be sent to inform that Councillors would be individually supporting any events that the RBL were arranging.

RESOLVED – to take no further action

C Bennett

E16/02 10 Busking Festival

To consider supporting a proposed Busking Festival in Ross on Wye scheduled for Sunday 28th August 2016.

The Committee felt this would be a great event to hold in Ross and support could be offered in ways other than funding. This event coincides with the Smile Festival and the Regatta and so would mean the likelihood of good footfall in and around the town. It was suggested the three events get together and cross advertise. The Committee could approach the Ross Tourism Association to ask them to support this and that the committee endorses the event.

E16/02 11 Bands in the Park

To consider arrangements for the 2016 Concert Season and approve authority for expenditure for engaging an organiser to put on the events.

The Committee recognised that by approaching a number of organisers there could be some advantages and to ensure that best value was sought and to consider whether any changes to the previous arrangements were necessary.

Three Groups were approached but only two organisers came forward expressing an interest in arranging the event for the coming summer. The Committee considered each bid which had been anonymised to ensure fairness and impartiality.

Proposed: Councillor Lerego
Unanimous

Seconded: Councillor Lister

RESOLVED – to appoint Berry Hill Band to organise on behalf of the Council 14 summer concerts at the Band Stand in Caroline Symonds Gardens at a cost of £3700.00. It was agreed that rather than pay the charge for hiring in chairs that the Committee would approve expenditure for the purchase of new chairs from the Bands in the Park budget in the sum of £337.20 as this would be a more cost effective long term solution.

E16/02 12 Queen's 90th Birthday Celebrations

To discuss events to celebrate the Queen's 90th Birthday

Members were informed of the celebrations being organised most of which are happening in London. There is a national campaign to 'Clean for the Queen' over the weekend of 4-6th March which is being spearheaded locally by Herefordshire Council and is being supported in Ross through a Working Group of the Planning Committee who have several events organised. It was agreed to liaise with Councillor Bennett to see what help was needed and if any individual Councillors want to get involved then the office staff will act as the point of contact.

C Bennett

E16/02 13 Christmas Event and Lights Contract

i) To review the Christmas Light Switch On event.

Congratulations were offered to the organisers of last year's event which went very well. Members considered whether or not it wanted to lead with the arrangements for 2016 and if so how much involvement the Committee would have. There was a broad consensus that providing there was sufficient time the Committee could build on the experience and to support another event for 2016. It was agreed to set up a Working Group at the April meeting so that early preparations and planning can commence.

ii) To consider correspondence from the Christmas Lights Contractor

The correspondence from the Lighting Contractor was discussed and there was debate about the suggestions made. It was agreed that if the Contractor wished to make any of the proposed alterations it should be at his own expense as the provision within the Specification was clear that the responsibility lay with the Contractor at the bid stage to ascertain local conditions and restrictions.

RESOLVED - to investigate the cost of replacement lights for High Street and new lights for Brookend Street. The Committee agreed to recommend to the Finance Committee the earmarking of unspent funds from the Christmas Lights Budget 2015/2016 to the following year to allow for the possibility of upgrading and replacing lights as required.

E16/02 14 Ross Market

To receive and consider report with recommendations from the Projects Officer in relation to the Outdoor Markets

The comprehensive report provided Members with an up to date position on markets.

It was reported that parking in the Loading Bay is continuing to be a problem due to the restrictions imposed by the Traffic Regulation Order. Members were advised that other towns are being approached to see how they manage this problem. Other options can be looked into with HC in an effort to try and avoid further incidents of enforcement. The Committee supports the markets but recognises that it has to work within the existing legislation. It was agreed to write to all the Traders to remind them of their obligations and advise them that parking restrictions are in force.

Information had been presented regarding a strategy for markets and the trends that are appearing nationally in the markets sector. It was recognised that Ross does appear to be following national trends in the variety of stalls currently seen.

An extra meeting was proposed to discuss the markets to consider bringing in a Strategy to enable the Committee to look at ways of developing the markets to encourage growth. A provisional date of Wednesday 2nd March at 7.00pm was made subject to all Members being available. The Committee felt strongly this is an untapped resource and there is potential but there is much work to do in identifying new opportunities.

RESOLVED – to receive and note the findings of the report.

There being no further business the meeting closed at 9.10pm

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Chairman

.....
Date

5 April 2016

C Bennett

Ross-on-Wye Town Council

Minutes of the extra ordinary meeting of the Events Committee
held on Tuesday 5th April 2016 at 6.30pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr C Bennett (Chairman) H Lerego, Cllr D Lister and Cllr C Utting

In attendance: Mrs S Robson - Town Clerk and Councillor V Coker

There were no members of the public or press present.

E16/04 15 Apologies for Absence
Councillor Mayo – Family commitment

RESOLVED – to accept the apologies given.

E16/04 16 Declarations of Interest
None declared

E16/04 17 Dispensations
None

E16/04 18 Public Participation
None

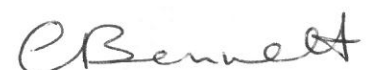
E16/04 19 Events Committee Meeting Minutes
LGA 1972, Sch 12 para41 (1).
To confirm and sign the minutes of the previous meeting held on Monday 1st February 2016.

RESOLVED – that the minutes of the Events Committee Meeting held on Monday 1st February 2016 be signed as a correct record.

E16/04 20 To approve recommendations from informal meeting held on Tuesday 2nd March 2016

- i) To approve expenditure for banners and flags for advertising the Markets
- ii) To approve 'kipper' weeks during January and February with effect from 2017 (terms and conditions to be amended to reflect changes)
- iii) To approve reduction to £5.00 per pitch for all traders at the monthly Produce Market for May and June 2016
- iv) To approve expenditure in the sum of £250.00 plus travel expenses for Market Researcher to conduct trader interviews and shopper questionnaires

The Chairman summarised the items that had come forward from the working group meeting and asked the Committee to give its approval to the four recommendations en bloc. The Committee approved expenditure for two flag systems costing £150.00 each and one banner costing £95.00 from the Development and Promotion Budget.



Proposed: Councillor Utting
Unanimous

Seconded: Councillor Lerego

RESOLVED – to approve the recommendations as presented by the working group and listed under item no. E16/04 # 20.

E16/04 21 Correspondence for consideration and response

- i) Balfour Beatty (BBLP) – response to enquiry about amendments to Traffic Regulation Orders (TRO).

The Members considered the response from BBLP regarding the enquiry about the process for an amendment to the TRO. There was a broad agreement that the criteria laid out in the protocol would be difficult to achieve but that in any case the parking of large vehicles in the loading bay detracted from the visual amenity of the market. It was recognised that whilst there is a desire to promote and improve the market and anything to assist the traders with this should be considered, the presence of large commercial vehicles parked does not improve the appearance of the town on market days.

RESOLVED – to adopt a two pronged approach by;

- 1) writing to BBLP in support of the TRO conditions but to request that a more consistent approach towards enforcement should be taken.
- 2) writing to the traders informing them of the Committee's desire to try and improve the visual amenity of the market and to discourage vehicles from parking there or on the market apron.

- ii) Ross Branch Royal British Legion (RBL) – request to borrow 6 market tables

Members were reminded that market traders are charged to use the tables and it was therefore agreed that in the spirit of partnership and co-operation a concession should be offered.

RESOLVED – to allow the RBL use of six market tables at a cost of £12.00 per week.

There being no further business the meeting closed at 7.05pm

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Chairman

..... 18/4/16
Date

Ross-on-Wye Town Council

Minutes of the meeting of the Events Committee

held on Monday 25th July 2016 at 7.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr H Lerego (Chairman), Cllr J Hyde and Cllr R Mayo,
Ex Officio Members: Cllr D Ravenscroft and Cllr N Gibbs
Substitute Member: Cllr V Coker

In attendance: Mrs S Robson - Town Clerk

There was one member of the public and no members of the press present.

E16/07#32 Apologies for Absence
Councillor C Bennett – conflicting engagement
Councillor D Lister

RESOLVED – to accept the apologies given.

E16/07#33 Declarations of Interest
None declared

E16/07#34 Dispensations
None

E16/07#35 Public Participation
A representative from a local business attended to address the Committee regarding business opportunities in the town. He offered to help and support the May Fair and the Pancake Race events for 2017 and explained if these events didn't take place he felt it would be a loss to the town. He also offered to volunteer with the Christmas event and lights switch on. He is currently carrying out a business analysis of traders in Gloucester Road, one of the main routes into the town, it takes the form of a survey which asks a series of questions. He anticipated that following the survey a proposal for a new street market in Gloucester Road should be considered. This is being done on behalf of ART which is at a critical point at present.

7.10pm The member of the public left the meeting

E16/07#36 Election of Deputy Chairman

Proposed: Councillor Coker
Unanimous

Seconded: Councillor Hyde

RESOLVED – to appoint Councillor Bennett to be the Deputy Chairman of the Events Committee.

HLerego

E16/07#37

To resolve to exclude members of the press and public

[Public Bodies \(Admission to Meetings\) Act 1960](#)

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Coker

RESOLVED – that agenda item E16/07#42 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

E16/07#38

Events Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 18th April 2016. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Events Committee Meeting held on Monday 18th April 2016 be signed as a correct record.

E16/07#39

Action Review Summary – to receive and review outstanding actions.

All actions have been completed with the exception of the proposed meeting with the Christmas Lights Contractor. The Committee unanimously agreed to ask the Clerk to arrange this and report back to the next meeting.

RESOLVED – to receive and note the report

E16/07#40

Ross Christmas Fayre & Light Switch On Event

To receive report from the Working Group on preparations for the 2016 Event and consider recommendations to approve the following;

- i) Approval of the Booking Form and the proposed cost to stall holders of £40.00 standard hire and £15.00 charity hire
- ii) Approval of expenditure in the sum of £180.00 for reindeer hire
- iii) Approval of expenditure in the sum of £150.00 for Town Band
- iv) Approval of expenditure in the sum of £150.00 for printing costs
- v) Approval of expenditure in the sum of £25.00 per stall for hire charges
- vi) Approval of expenditure in the sum of £100.00 for the purchase of a banner
- vii) Approval of expenditure in the sum of £500.00 for ‘Santa’s Grotto’ gifts
- viii) Approve request for a Road Closure Notice and Temporary Event Notice

The Working Group has been investigating a number of options with a view to expanding on the event for this year. A number of volunteers have already come forward to offer their assistance and some local businesses have offered to support the event.

Alenege

The proposals were taken en bloc.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Hyde

RESOLVED – to approve the expenditure as detailed from the Christmas Event budget.

E16/07#41

Other events

To consider the Committee's involvement in future events;

- Pancake Day 2017
- May Fair 2017

These are events the Committee have been involved with in previous years in association with other groups. Members were informed there was not much support or help to organise the Pancake Day races this year.

RESOLVED – that the Committee would not arrange these events but would encourage other groups or organisations to get involved in taking over responsibility for running them. The Committee members affirmed their support of these events continuing and suggested that possible grant funding might be available subject to applicants meeting the criteria set out in the Council's policy.

E16/07#42

In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item E16/07 # 37 above refers)

Commercial in Confidence

To consider charge payable for food outlets at Christmas Event

The Committee agreed to have only one food outlet for the event this year and it was agreed to invite Beefy Boys at a charge of £200.00 for the exclusive right to serve food at the Event. This was done on the basis of a guarantee that foods suitable for vegetarians must also be provided.

E16/07#43

To approve date of next meeting.

Next meeting scheduled to be held on Monday 19th September 2016 at 7.00pm

There being no further business the meeting closed at 8.20pm

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A. Longo
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Chairman

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19/09/16
.....
Date

Ross-on-Wye Town Council

Minutes of the meeting of the Events Committee
held on Monday 19th September 2016 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr H Lerego (Chairman), Cllr C Bennett, Cllr J Hyde, Cllr D Lister and Cllr R Mayo,
Ex Officio Members: Cllr D Ravenscroft

In attendance: Mrs S Robson - Town Clerk, Mr Roy Smith (Berry Hill Band) and Cllr V Coker

There were three members of the public and no members of the press present.

E16/09#44 Apologies for Absence
All Members were present

E16/09#45 Declarations of Interest
None declared

E16/09#46 Dispensations
None

E16/09#35 Public Participation
A resident addressed the Committee regarding some lights that are in trees along Gloucester Road, he was advised this is not the responsibility of the Town Council as they were installed by the Association of Ross Traders (ART). It was suggested a letter to ART should be sent to ask them to be removed, although they are designed to be left in situ, they are not plugged and therefore not dangerous.
A representative from a local business attended to address the Committee regarding the number of high sided vehicles through the town centre that are causing damage to signage and trees. Concerns were expressed about these creating a hazard with the Christmas lights being at risk of damage by these vehicles. It was noted by the Committee the catenary wires are left in situ all year and this has never posed any threat before.
A local resident spoke in reference to the planning of community events to raise money for the British Heart Foundation including a Santa Run. She would be looking to the Town Council for any support that could be offered.

7.12pm One member of the public left the meeting.

E16/09#47 Events Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 25th July 2016. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Events Committee Meeting held on Monday 25th July 2016 be signed as a correct record.

The Chairman requested that Agenda Item E16/09#52 be brought forward to enable Mr. Smith to leave the meeting early due to another commitment.

E16/09#52

Bands in the Park

Members welcomed Mr. Smith to the meeting and thanked him for the work in putting on the series of summer concerts. He thanked the Committee for allowing him, and the Berry Hill Band, to run the concerts over the summer, he felt things had gone well and the changes were well received. Mr. Smith reported he had spoken to lots of people and was pleased with the positive feedback. A request was made to consider the option of a gazebo to allow people to shelter when the weather is poor, the Band might consider purchasing one if the Council wishes to use it in the future. The idea to have a Proms event at the end of the Carnival was suggested involving a variety of bands. It would take a lot of planning but there is sufficient time to organise this for 2017 which would be a great finale to the Carnival. The Committee agreed to explore the idea further and consider options for such an event. It was recognised that advertising for Bands in the Park could be improved for next year and suggestions for this could be explored in due course. It was reported that the weather had caused some problems and a request for installing a clear plastic roller blind was made for consideration. It was agreed to seek costings.

7.25pm Mr. Smith and one member of the public left the meeting

E16/09#49

Action Review Summary – to receive and review outstanding actions.

Members were informed the meeting with the Christmas lights contractor had taken place and plans were in progress.

All actions have been completed.

RESOLVED – to receive and note the report

E16/09#50

Finance

i) To review income and expenditure to date

Noted

ii) To consider the purchase of Christmas lights for the Tree at a cost of £412.33 plus vat.

ART has confirmed it is unable to offer to purchase any tree lights this year, the ones previously used had been damaged and were beyond repair. The Rotary Club is arranging the tree and the decorating of it but there are not any lights available. The Clerk was asked to write to the President to clarify arrangements.

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Hyde

RESOLVED – to approve expenditure of £412.33 plus vat for the purchase of Christmas Lights for the Christmas tree.

iii) To approve advertising costs for the Christmas Event in the Ross and Monmouth Voice (half page) advert at a cost of £100.00 plus vat

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Hyde

8/11/16
Hlerago

- iv) To approve advertising costs for Christmas Event (15x10cm advert) at £100.00 plus vat, includes editorial and other publicity in the Ross Gazette

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve the expenditure, as detailed, from the Christmas Event budget and agree to authorise the Clerk to transfer monies between budget heads if necessary.

E16/09 #51

Ross Christmas Fayre & Light Switch On Event

To receive report from the Working Group on preparations for the 2016 Event and consider recommendations to approve the following;

Councillors were thanked for their work so far in putting together the event. A written report was circulated and it was noted that arrangements are well in hand for this year's event.

- i) Road Closure Notice and consider contingency arrangements for expenditure at a cost of £125.00

The fee for the Road Closure has only been introduced this year, previously it had been at nil cost and therefore had not been budgeted for. The Chairman has approached Ross Lions Club to ask for a financial contribution to cover the costs of this but in the event it is not approved there was a need to authorise expenditure from the budget as a contingency plan.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Bennett

RESOLVED - to authorise contingency arrangements for expenditure of £125.00 for the Road Closure Notice if a donation is not offered.

- ii) To discuss arrangements with First Responders and consider a donation

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Hyde

RESOLVED – to approve a donation of £60.00 for the First Responders to attend the event and provide first aid cover.

Members were updated of the need to consider a contingency plan for the sound system and walkie talkies. It was agreed to discuss this at the next meeting if necessary. The Clerk and chairman were authorised by the Committee to write a Press Release asking for volunteers for the Event.

E16/09#53

To approve date of next meeting.

Next meeting scheduled to be held on Tuesday 8th November 2016 at 8.00pm

There being no further business the meeting closed at 8.15pm

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Chairman

8/11/16
Date

Ross-on-Wye Town Council

Minutes of the meeting of the Events Committee

held on Tuesday 8th November 2016 at 8.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr H Lerego (Chairman), Cllr C Bennett, Cllr D Lister and Cllr R Mayo,
Ex Officio Members: Cllr D Ravenscroft
Substitute Member: Cllr V Coker

In attendance: Mrs R Lewis – Deputy Town Clerk

There were no members of the public and no members of the press present.

E16/11#54

Apologies for Absence

Cllr J Hyde – conflicting engagement

Cllr N Gibbs (ex-officio) who had a family commitment

RESOLVED – to accept the apologies given

E16/11#55

Declarations of Interest

None declared

E16/11#56

Dispensations

None

E16/11#57

Public Participation

None

E16/11#58

Events Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 19th September 2016. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Events Committee Meeting held on Monday 19th September 2016 be signed as a correct record.

E16/11#59

Action Review Summary – to receive and review outstanding actions.

All actions had been completed.

RESOLVED – to receive and note the report

E16/11#60

Ross Christmas Fayre & Light Switch On Event

To receive a report from the Working Group on preparations for the 2016 Event and make final arrangements.

The Chairman had circulated a comprehensive report of the plans for the event. She drew the committee's attention to the following:

- Confirmation of the road closure is awaited
- The Chairman has ensured Made in Ross are aware that gallery will be used to access the balcony
- Donations have been sought for the cost of the First Responders
- Stewards have volunteered – any more would be gratefully received.

Cllr Ravenscroft asked if Father Christmas had DBS clearance – Cllr Lerego would investigate the requirements.

E16/11#61

Bands in the Park

To receive and consider quotes for arranging the 2017 Bands in the Park Event

One quote and one expression of interest had been received. As a firm decision could not be made until the budget is approved by Full Council, it was agreed to ask the clerk to prepare a specification and send it to both parties asking for a minimum requirement and any extras which they felt would be beneficial to the Sunday concerts for both the public and the bands.

E16/11#62

Battle's Over – A Nation's Tribute and WWI Beacons of Light

To receive notification of national event taking place on 11th November 2018 and confirm approval of the town's involvement to commemorate the centenary of the end of World War I by taking part in the lighting of a chain of beacons.

The Pageantmaster had sent details of the Nation's Tribute & WW1 Beacons of Light event in November 2018. A request to register for the event, for which the minimum requirement is to light the beacon on 18 November, was included and those who register by the end of January 2017 will be included in the Guide to Taking Part to be published in February 2017.

Costs for the event could be minimal but would need to be considered in the 2018-2019 budget. It was agreed to write to the secretary of the British Legion to inform them that the town council would like to take part and hopefully work in partnership with them if they so wished. All in were in favour.

RESOLVED – to confirm involvement to the Pageantmaster in the Nation's Tribute & WW1 Beacons of Light event in November 2018

E16/11#63

Budget

To consider for recommendation to Full Council the 2017/2018 budget for the Events Committee.

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Mayo

RESOLVED – to recommend the draft budget for 2017/2018 as circulated to Full Council

E16/11#64

To approve the date of the next meeting.

Next meeting scheduled to be held on Monday 30th January 2017 at 7.00pm

Agenda items would include:

- Proms in the Park event
- Setting up a working party to look at promoting events on the open spaces

There being no further business the meeting closed at 8.33pm

.....*M Lerego*.....
Chairman

.....30/01/17.....
Date