

Ross-on-Wye Town Council

Minutes of the meeting of the Events Committee
held on Monday 30th January 2017 at 7.00pm
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: Cllrs D Ravenscroft and N Gibbs

In attendance: Mrs S Robson - Town Clerk

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

E17/01#01 Apologies for Absence
Cllr J Hyde – Other commitment

RESOLVED – to accept the apologies given

E17/01#02 Declarations of Interest
None declared

E17/01#03 Dispensations
None

E17/01#04 Public Participation
Representatives of the Royal British Legion (RBL) addressed the Committee about events to commemorate the centenary of WWI. A number of events have already been arranged, some are already done on an annual basis but others are special centenary events. Discussions are in progress with a number of organisations and families to establish a full programme of local events that are fitting to mark the occasion. The Committee was notified of two awards the local branch of RBL has recently won as recognition of their hard work and efforts.

7.18pm Four members of the public left the meeting.

E17/01#05 Events Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Tuesday 8th November 2016. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Events Committee Meeting held on Tuesday 8th November 2016 be signed as a correct record.

E17/01#06 Action Review Summary – to receive and review outstanding actions.
All actions have been completed.

RESOLVED – to receive and note the report

Merego

E17/01#07

Budget 2016/2017

To review the Committee's income and expenditure to date

The Committee discussed options for using the balance of the budget, a number of items were considered. It was agreed to set up a Working Group to investigate the purchase of further christmas lights for the town. Cllrs Mayo, Lister and Lerego were appointed to the Group and agreed to report back at the next meeting with their proposals.

E17/01#08

Anniversary Event to commemorate 100th anniversary of World War I

To discuss arrangements for events and ceremonies to mark the period of the ending of WWI – 'Battle's Over'.

Members noted the representation from the RBL during the Public Participation and agreed to await further details from them in due course. The Committee was reminded of its registration to join the national event taking place on 11th November 2018 to light the beacon.

E17/01#09

Bands in the Park 2017

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

Members were advised that only one quote had been received to arrange the series of concerts at the bandstand over the summer months. It was noted that another party had been approached with the specification but had not responded in time for the deadline and therefore it was agreed on this basis to accept the quote received.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Bennett

RESOLVED – to approve the quote and authorise the expenditure of £3900.00 from the 2017/2018 budget for Berry Hill Band to organise the Summer Series of Bands in the Park Concerts.

- ii) To discuss and consider other enhancements to include
- Refreshments

The Committee agreed that a Press Release should be drafted offering local charities the opportunity to serve refreshments to raise money on behalf of their group. Also it was noted that the addition of a good quality ice cream stand had proved popular and expressions of interest should be sought. **Action: Town Clerk/Cllr Lerego**

- Gazebo/Marquee

It was agreed to defer any further discussion about the purchase of a gazebo until logistical arrangements could be overcome.

Lerego

- Public Address system

Investigations to be made to identify something appropriate.

Action: Town Clerk/Cllr Lerego

- Charity Collections

Charity collectors should be issued with an ID card and a tabard to identify them as official collectors. **Action: Town Clerk**

- Summer events leaflet

Investigations to be made with local businesses to see if there is interest in sponsorship for putting together a brochure of local events.

Action: Cllr Bennett

- Deckchair Hire

Costs are being obtained. **Action: Town Clerk**

- Noticeboard at Caroline Symonds Gardens

Notices each week to be displayed advertising each band.

Action: Town Clerk

- Advertising Banner

The existing banner is to be installed at Smallbrook Gardens Railings for the entirety of the summer and investigations into costs for a second banner to be put on the Bandstand. **Action: Town Clerk/Cllr Lerego**

E17/01#10

Proms in the Park 2017

To discuss proposal for an inaugural event for August 2017 and approve estimate of costs and consider arrangements.

The Committee discussed the proposal for a new stand-alone event that could be held on either a Saturday or Sunday in August. It was agreed that further information was needed and it was suggested to extend an invitation to the bands' organiser to come to the next meeting to explore options. Ideas about partnering with other groups were also discussed but any further decision should be delayed until more information is available.

A. Lerego

E17/01#11

Christmas Fayre and Light Switch On Event 2016

To review the 2016 event, consider feedback from the Working Group members and discuss any future Committee involvement.

The Committee agreed the event had been a big success, it was very well attended and busier than the previous year.

An email requesting feedback from stall holders had been issued and there had been many positive comments received with a number of traders already expressing an interest in the 2017 event. There were a small number of complaints due to some stalls having to be relocated as a result of a vehicle breakdown in the loading bay, this was unfortunate but unavoidable. It was noted that organising the Grotto had been lot of work and it had been difficult to find enough people to man it.

The Committee resolved to continue arranging the event for 2017 and it was agreed that a Working Group be set up comprising Councillors Bennett, Lister and Lerego. The Committee authorised the Working Group Members to co-opt non councillor members to the Working Group and encouraged them to work with other organisations. The Working Group is not authorised to make any financial decisions but to make recommendations for expenditure to the Committee for approval.

E17/01#12

To approve date of next meeting.

Next meeting scheduled to be held Monday 6th March 2017 at 6.00pm

There being no further business the meeting closed at 8.25pm

.....
Chairman

.....
Date

M. Lerego

Ross-on-Wye Town Council

Minutes of the meeting of the Events Committee
held on Monday 6th March 2017 at 6.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr H Lerego (Chairman), Cllr C Bennett, Cllr J Hyde and
Cllr R Mayo

Ex Officio Members: Cllrs D Ravenscroft

In attendance: Mrs S Robson - Town Clerk, Councillors C Utting and V Coker

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

E17/03#13 Apologies for Absence
Cllr N Gibbs – Conflicting Engagement

RESOLVED – to accept the apologies given

E17/03#14 Declarations of Interest
None declared

E17/03#15 Dispensations
None

E17/03#16 Public Participation
None

The Chairman requested that Item #21 be brought forward

E17/03#21 Proms in the Park 2017
To discuss possible options for an event for August 2017 and consider costs and other arrangements.

The organisers of the 'Bands in the Park' event came to address Members about the proposed suggestion of having a stand-alone 'Proms in the Park' event. Discussions took place as to whether it would be better to hold it on a Saturday or Sunday in August. It was suggested there could be three bands each playing for about two hours but arrangements would be flexible. Suggestions that other activities could also be going ahead during the afternoon such as a teddy bears' picnic were proposed. Members were advised if the event goes ahead on a Sunday it would be incorporated within the Bands in the Park event at an additional cost of approximately £600.00 or £850.00 if the stand-alone option for a Saturday event was preferred. A brass band, steel band and a swing band would offer a good variety of genres at the event. The Members agreed their preferred option would be to hold the event on a Saturday and further discussions with the bands might dictate which date was chosen. In principle the agreement was given subject to dates being agreed and a firm decision being taken at a following meeting. The 19th August was suggested as the preferred date but confirmation would follow pending investigations with the bands.

6.11pm Two members of the public left the meeting.

H Lerego

E17/03#17 **Events Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting held on Monday 30th January 2017. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Events Committee Meeting held on Monday 30th January 2017 be signed as a correct record.

E17/03#18 **Action Review Summary** – to receive and review outstanding actions. It was reported that some of the actions had already been completed, some are for future dates but updates were given on the following;

- Cllr Bennett updated the Committee on investigations into producing a Guide to include events that are taking place in town over the coming months. Further work on the proposed project will continue but given the deadlines it appears difficult to achieve in time for this season. The Tourism Association is also working on literature which will include information about the Bands in the Park concerts.
- Banner for Smallbrook Gardens for Bands in the Park – investigations regarding the cost are on going.

RESOLVED – to receive and note the report

The Chairman requested that Item #22 be brought forward

E17/03#22 **Busking Festival**
To receive presentation from Nick Penny -Music Industry Services CIC regarding the proposed Busking Festival in Ross-on-Wye.

Mr. Penny addressed the Members and spoke about the Busking Festival and the tried and tested format that has proved very successful in nearby towns. He explained the need to work closely with the existing format which would see the event taking place on a Saturday, which is usually the busiest day in most towns. This has worked well in other places. A central location is necessary for the open mic stage and in addition there would be slots for other musicians to busk around the town too. It was noted that the ideal location within the market square could pose a challenge due to the weekly market being held there. This had been overcome in other towns as the Festival pay for a market pitch and effectively become part of the trade for the day. Other locations have been considered but the preferred one would be under the Market House. Local businesses would benefit from the additional footfall on the day, it is focused on being a family event run throughout the day. Ross Tourism and Create Ross expressed support for the event and are happy to help in any way. The proposed date is 9th September but the event is relying on receiving grant funding in order to go ahead.

6.30pm Cllr Utting left the meeting and one member of the public.

E17/03#19 **Finances**

- i) To review remaining unspent funds within the Events Committee budget

Proposed: Councillor Hyde
Unanimous

Seconded: Councillor Mayo

RESOLVED - to give delegated authority to the Clerk to authorise expenditure of the remaining Events Committee budget to be spent towards additional items relating to Christmas Lights.

Alerego

- ii) To consider approval of expenditure within the budget to purchase a pa system

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Bennett

RESOLVED – to give delegated authority to the Clerk for expenditure of up to £600 to purchase a public address system suitable for the Council’s needs.

- iii) To consider expenditure from Advertising Budget for 2017/2018 to promote the Bands in the Park series of Summer Concerts

Members were informed that in previous years a dedicated Facebook page had been successfully used which had provided good coverage, in addition posters and flyers had been printed. It was noted that Ross Tourism Association will also be promoting the event this year within their information.

Members discussed the options on offer and whether to use the budget for advertising in the local paper or using other paid advertising means available. Other options included advertising within a local publication which is delivered to every household and the consensus was expressed that this offers very good value and has excellent coverage.

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Hyde

RESOLVED – to use opportunities on social media to advertise free of charge and to take out a paid half page advert with the Ross/Monmouth Voice.

E17/03#20

Christmas Light Working Group

To receive a verbal report from the Working Group and consider recommendations for improving the town’s christmas light’s scheme.

The Working Group will make a recommendation for expenditure of the remaining budget which has been delegated to the Clerk as minuted under Item E17/03#19.

E17/03#23

Christmas Fayre and Light Switch On Event 2017

To receive report and recommendations from the Working Group members and discuss plans for the 2017 Event.

The Committee was updated of progress from the meeting of the Working Group that was held on 16th February. There are a number of members who have been co-opted onto the Group and early discussions for arranging the 2017 event have begun. There are on-going plans to expand the event and ideas to include an additional location inside St Mary’s Church and the Church Hall for charity stalls, inviting non-amplified musicians for street entertainment and increasing the number of food and drink outlets.

The next meeting of the Working Group will be on Wednesday 12th April at 7.00pm in the Corn Exchange.

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Mayo

RESOLVED – to approve the following recommendations

- To hold the event on Sunday 19th November with the christmas light switch on happening at 4pm
- That additional income over what has already been budgeted for should be earmarked to grow the event for the following year
- To outsource the management and running of the Grotto to a local registered charity – Xentricity
- To approve expenditure of £125.00 for the Road Closure Application
- To approve expenditure of £180.00 for reindeer
- To approve expenditure of £1000.00 for stall hire

6.55pm Councillor Lister arrived at the meeting.


E17/03#24

To approve date of next meeting.

Next meeting scheduled to be held Monday 22nd May 2017 at 7.00pm

There being no further business the meeting closed at 7.00pm


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Chairman


.....
Date





Ross-on-Wye Town Council

Minutes of the meeting of the Events Committee

held on Monday 22nd May 2017 at 7.00pm

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

Present: Cllr H Lerego (Chairman), Cllr C Bennett, Cllr V Coker, Cllr D Lister and Cllr R Mayo

In attendance: Mrs S Robson - Town Clerk

There were no members of the public or press present.

E17/05#25 Apologies for Absence
Cllrs H Bramer & N Gibbs – Conflicting Engagement

RESOLVED – to accept the apologies given

E17/05#26 Declarations of Interest
None declared

E17/05#27 Dispensations
None

E17/05#28 Public Participation
None

E17/05#29 Events Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 6th March 2017. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Events Committee Meeting held on Monday 6th March 2017 be signed as a correct record.

E17/05#30 Action Review Summary – to receive and review outstanding actions.

- PA System – item agenda for the next meeting to consider terms of hire to cover use by other voluntary groups and organisations

RESOLVED – to receive and note the report.

E17/05#31 Finance

- i) To review income and expenditure within the Events Committee budget

Members were updated on the committed expenditure to date.

RESOLVED – to receive and note the report.

H Lerego 31/07/17

E17/05#32

Christmas Fayre and Light Switch On Event 2017

To receive report and recommendations from the Working Group members and discuss plans for the 2017 Event.

The Working Group met recently to discuss arrangements for the event.

Recommendations were made with regards to expenditure and the Committee approved the requests.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Bennett

- Expenditure of £200.00 for visit by miniature donkeys and pygmy goats
- Approve hire charge of £40.00 for regular food outlets
- Approve hire charge of £200.00 for speciality burger outlet at the Market House location
- To make recommendation to Full Council that surplus income be earmarked for reinvesting in the Christmas 2018 event
- Approve invitation to musicians and buskers (non amplified)
- Approve arrangements for 'Christmas in Ross' competition

RESOLVED – to approve the proposed arrangements and expenditure for the items for the Christmas Fayre.

E17/05#33

Christmas Light Working Group

To receive a verbal report from the Working Group and consider recommendations for improving the town's christmas light's scheme.

The Committee discussed options for using the balance of funds from 2016/2017 budget in the earmark reserve and agreed that the purchase of new icicle lights on the Market House to match the existing ones would be a positive enhancement.

Proposed: Councillor Coker
Unanimous

Seconded: Councillor Mayo

RESOLVED – to approve a recommendation to Full Council for the expenditure from the Christmas Fund EMR for new icicle lights on the Market House.

E17/05#34

Bands and Proms in the Park 2017

To approve additional expenditure of £650.00 for the 'Proms' event and confirm the date as Sunday 20th August 2017 and other arrangements.

It was proposed this year to set a fee of £450.00 for the ice cream vendor for the season that would be used towards developing the event in the future. It was agreed this would make the agreement more formal and transparent.

It was agreed to identify and approach charities who might be willing to run a refreshments stall for the Proms in the Park event, also to find a local company that could provide a Hog Roast and mobile drinks unit. The need for stewarding was discussed and it was agreed to make an offer to the Ross Lions to marshal the event in return for allowing them to make a charity collection.

It was proposed that a 'Proms' Working Group is set up to finalise all the details, all Members of the Committee to be invited to attend. The date of the first meeting was agreed for Tuesday 30th May at 6.00pm.

Alonege 31/07/17

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Mayo

RESOLVED – to approve the additional expenditure of £650.00 for the Proms in the Park event and receive and note the verbal report.

E17/05#35

To agree and approve date of next meeting.

Next meeting scheduled to be held Monday 31st July 2017 at 7.00pm

There being no further business the meeting closed at 8.00pm

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H. O'Connell
Chairman

.....
31/07/17
Date



Ross-on-Wye Town Council

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

held on Monday 31st July 2017 at 7.00pm

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

Present: Cllr H Lerego (Chairman), Cllr C Bennett, Cllr V Coker, Cllr D Lister
Ex-officio: Cllr N Gibbs

In attendance: Mrs R Lewis – Deputy Town Clerk

There were four members of the public present.

E17/07#36 Apologies for Absence
None received

E17/05#37 Declarations of Interest
Cllr Bennett declared a Schedule 2 interest in item E17/07#44, proposed charges for stalls, because she was intending to have stall at the event.

E17/05#38 Dispensations
None

E17/05#39 Public Participation
Cllr Lerego asked that Item E17/07#44 be brought forward to enable Roy Smith to speak.

Cllr Lerego invited Roy Smith to talk of any concerns or information regarding the Proms in the Park.

Mr Smith asked for consideration of the following:

- To allow the toilets at Wye Street to remain open until 9.45pm
- To arrange some lighting in the bandstand as it will be dark before the end of the event.
- To consider additional parking to allow for two bands to park (possibly in Long Acre)
- To confirm the setting up arrangements for the bands

E17/07#44 Proms in the Park 2017
To receive a verbal report from the Working Group and consider the following recommendations:

- Approve location of stalls
- Approve appointment of compere for the event
- Proposed hire charges for stalls - £40.00
- Confirm details of 'invitation only' stall holders
- Request that income from the event is ring-fenced to grow future events

Members discussed each aspect in turn.

H Lerego

*At 7.20pm Mr Smith and one other member of the public left the meeting.
At 7.22pm, Cllr Bennett left the room while the charges for stalls was discussed.*

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Gibbs

RESOLVED – to approve a £40 charge for each business and a £20 charge for a charity to have stalls at the Proms in the Park.

At 7.35pm, Cllr Bennett returned to the meeting.

Tasks listed below were assigned to both the Deputy Clerk and to members:

- Produce a send out a form for stall holders to include an agreement to be signed, requesting proof of insurance and food hygiene certificates and providing instructions for setting up and taking down – Cllr Lerego
- Contacting the Lions to request stewards – Cllr Lister
- Liaising with Cllr Mayo regarding additional parking – Deputy Clerk
- Find a second Gazebo (the Council already has one) – Cllr Lerego
- Provide a Risk Assessment – Cllr Lerego
- Contact Toilet contractor to arrange longer opening time – Deputy Clerk
- To ask Ben Abbott to act as compere – Cllr Lerego
- Arrange lighting in the Bandstand – Cllr Lister

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Lerego

- To locate stalls in a row between the French Drain and the bank, facing Wye Street
- To approve the appointment of a compere
- To confirm five stall holders in addition to the regular Ice-cream seller
- To request to Full Council that income generated be ring-fenced to grow future events
- Request that the toilets remain open until 9.45pm
- Allow temporary lighting to be put up in the bandstand

RESOLVED – to approve recommendations for the Proms in the Park as above.

E17/05#40

Events Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 22nd May 2017. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Events Committee Meeting held on Monday 22nd May 2017 be signed as a correct record.

E17/05#41

Action Review Summary – to receive and review outstanding actions. There were no outstanding items.

RESOLVED – to receive and note the report.

E17/05#42

Finance - to review income and expenditure within the Events Committee budget

A report had been circulated prior to the meeting. There were no questions.

RESOLVED – to receive and note the report.

Alerego

E17/07#43

Policy

To consider approval of policy for Terms and Condition of Hire of the PA System

The Clerk had circulated a draft policy to members prior to the meeting.

Proposed: Councillor Coker
Unanimous

Seconded: Councillor Lerego

RESOLVED – to approve the Policy for the Hire of the PA System as circulated with no amendments.

E17/07#45

Christmas Fayre and Light Switch On Event 2017

- To receive an update and recommendations from the Working Group
 - i. The group had further discussed and made arrangements for the competition in partnership with the Ross Gazette for anyone (in three age groups) to produce an A4 representation of “Ross at Christmas”. The prize would be to switch on the lights with the Mayor.
 - ii. The group looked again at the proposal to purchase new lights for the Market House. Because there was nowhere to put the existing lights (should they be replaced) members wished to hire hanging solar Christmas Trees from the earmarked reserve instead. There should be sufficient funds to hire five or six trees but members agreed that it was worth writing to local businesses to seek additional funds in order to have more trees. Cllr Lerego would undertake a survey to find suitable locations and write to the local businesses. A decision on how many trees to hire would be made at the next meeting.

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Lerego

RESOLVED – to approve in principle to spend money earmarked for Christmas Lights on solar powered Christmas trees instead of the purchasing icicle lights for the Market House as recommended at the last meeting.

- To consider options for having a town Christmas tree in the Market Place and receive an update on discussions with Ross Rotary Club.

Cllr Lerego reported that she understood that the Rotary Club wished to purchase a tree and that Balfour Beatty were prepared to erect it free of charge. The Deputy Clerk was asked to confirm with Rotary that they would do this and asked to contact the Fire Service to see if they would be prepared to put the lights up and Ermine Hire to provide a cherry picker. Cllr Lerego would arrange for an electrician to connect the lights.
- To consider correspondence from Made In Ross in relation to a request to change the location of food outlets.

A letter was read out from Made In Ross concerning the lingering smell of food in the gallery of the Market House and a request to move the cooked food stall. Cllr Lerego was due to meet with the owners of the food stall late in August. There was discussion but no alternative appeared suitable, however, a compromise to move the stall within the Market House might be an option.
The Deputy Clerk was asked to write to Made In Ross to keep them informed of progress.

Alerego

E17/05#46

To agree and approve date of next meeting.

Next meeting is scheduled to be held on Monday 25th September 2017 at 7.30pm

There being no further business the meeting closed at 8.40pm

.....ALorego.....
Chairman

.....25/09/17.....
Date



Ross-on-Wye Town Council

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

held on Monday 25th September 2017 at 7.30pm

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

Present: Councillor H Lerego (Chairman), Councillor C Bennett,
Councillor V Coker and Councillor R Mayo

Ex: Officio Member: Councillor N Gibbs Substitute Member: Councillor C Utting

In attendance: Mrs S Robson - Town Clerk

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

E17/09#47 Apologies for Absence
None

E17/09#48 Declarations of Interest
None declared

E17/09#49 Dispensations
None

E17/09#50 Public Participation
The organiser from the Bands/Proms in the Park 2017 spoke about the events over the summer. There was excellent feedback from members of the public attending the inaugural Proms event and despite the weather it was very well received. If the Council proposed running another event then having the event earlier in the summer might be more beneficial. The 'bands' season went well and the Committee was advised that early booking would be preferred to ensure a good selection of bands for 2018. Thoughts could be given to increasing the amount of refreshment stands available on Sunday afternoons during the season to continue to grow the event. There were some comments made about the toilets and a question was asked about looking at ensuring that the problems are addressed.

7.45pm one member of the public left the meeting

Another member of the public addressed the Committee about the possibility of having a school choir at the Christmas Fayre to sing at the Market House early afternoon.

7.47pm one member of the public left the meeting

E17/09#51 Events Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 31st July 2017. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Events Committee Meeting held on Monday 31st July 2017 be signed as a correct record.

HLerego

E17/09#52 Action Review Summary – to receive and review outstanding actions.

Members were informed that the decision to obtain sponsorship towards the rental of individual solar powered christmas trees had not been actioned due to new information coming to light about the Association of Ross' Traders plans to install trees this year. It was therefore agreed not to pursue this idea at present.

RESOLVED – to receive and note the report.

E17/09#53 Finance

To review income and expenditure within the Events Committee budget

Members were updated on the committed expenditure to date.

RESOLVED – to receive and note the report.

E17/09#54 Bands and Proms in the Park 2017

The Committee reported the initial difficulties with a trespasser at the Park had resulted in problems accessing the bandstand. In general, the events had been supported and enjoyed by a large number of visitors and the organisation of the events had been well managed. The facebook page had been successful in advertising the concerts and the Ross Tourism Association and Play Ross organisations had also assisted with publicising the events. A proposal to look at having more local press advertising for next year was considered and how best to achieve this. The Committee recognised that more volunteers were necessary if the Proms event takes place again as it is not viable without sufficient people being available to take on some of the necessary tasks.

RESOLVED - to invite bids from organisers for a 3-year contract based on a summer series of concerts over 15 weeks commencing in 2018 on Sunday 20th May with a Proms event to be held provisionally on 22nd July 2018 and thereafter dates to be confirmed by the Committee.

E17/09#55 Christmas Fayre and Light Switch On Event 2017

- Confirm expenditure for maximum of 40 stalls – total £1600
- Confirm arrangements for Royal British Legion to take over the organising of the charity pitches and refreshments in St Mary's Church Rooms
- Confirm expenditure of £100.00 to Ross Voice which will be distributed to local residents in October
- Confirm expenditure of £30.00 to make changes to art work for posters
- Confirm offer from Rotary Club of £500.00 towards the cost of making arrangements for the purchase and installation of a christmas tree
- To defer arrangements for the purchase/rental of additional christmas lights from the Earmark Reserve account but to look at enhancing the scheme for 2018.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve the proposed arrangements and expenditure for the items for the Christmas Fayre, lights and tree.

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E17/09#56

To agree and approve date of next meeting.

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

There being no further business the meeting closed at 9.00pm

Alhorego
Chairman

30/10/17.
Date



Ross-on-Wye Town Council

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

held on Monday 30th October 2017 at 7.00pm

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

Present: Councillor H Lerego (Chairman), Councillor C Bennett,
Councillor V Coker, Councillor D Lister and Councillor R Mayo
Ex: Officio Member: Councillor N Gibbs
In attendance: Mrs S Robson - Town Clerk

There were no members of the public or press present.

E17/11#57 **Apologies for Absence**
Councillor Bramer – Conflicting Meeting

E17/11#58 **Declarations of Interest**
None declared

E17/11#59 **Dispensations**
None

E17/11#60 **Public Participation**
None

E17/11#61 **Events Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting held on Monday 25th September 2017. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Events Committee Meeting held on Monday 25th September 2017 be signed as a correct record.

E17/11#62 **Action Review Summary** – to receive and review outstanding actions. Members were informed that all actions have been carried out.

RESOLVED – to receive and note the report.

E17/11#63 **Finance**
To review income and expenditure within the Events Committee budget
Members were updated on the committed expenditure to date.

RESOLVED – to receive and note the report.

E17/10#64 **Budget 2018/2019**
To consider for recommendation to Full Council the 2018/2019 budget for the Events Committee.

The Committee considered what its priorities would be over the coming year and agreed to approve an increase in the budget to include capital expenditure for new christmas lights and revenue costs for installing them. In addition, the need to make a contribution towards costs to commemorate the end of WW1 at an event in November 2018 and support for the River Festival.

C Bennett

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve the draft Events Committee budget for 2018/2019 for recommendation to Full Council.

E17/11#65

Bands and Proms in the Park 2018-2020

Members were advised that only one quotation had been received. It was noted that the requisite three quotations had not been received despite every effort to obtain at least another one for comparison. The minute reflects that it was agreed to accept the only quote on the basis that Full Council would have to approve the expenditure through the budget setting process.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Mayo

RESOLVED - to approve the bid from Berry Hill Band for a 3-year contract based on a summer series of concerts over 15 weeks commencing in 2018 on Sunday 20th May with a Proms event to be held provisionally on 22nd July 2018 and thereafter dates to be confirmed by the Committee at an annual cost of £5,500.

E17/11#66

Christmas Fayre and Light Switch On Event 2017

Members were appraised of the details of the Art Competition being run through the Ross Gazette. It was agreed this would provide positive publicity. It was noted that a reminder needed to be issued relating to the advertising by local businesses.

The Committee thanked those who had worked hard to secure stewards for the event and it was agreed to hold a briefing for them on November 15th at 6.00pm in the Corn Exchange.

Arrangements to confirm the details for the installation of the lights on the Christmas tree need to be made. This will go ahead on Wednesday 15th November at a time to suit all parties. The tree will go up on the day before.

- Confirm expenditure of £250.00 for additional 10 stalls
- Confirm expenditure of £150.00 for Ross Town Band to attend the Fayre

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve the proposed arrangements and expenditure for the items for the Christmas Fayre.

E17/10#67

To discuss request by the Amenities Committee to review the town's lamp post banners and bunting.

The Committee was briefed about the concerns raised at the last Amenities Committee meeting about the condition of the banners that hang from the lighting columns in the summer months. It was agreed to obtain a quote to replace them and include the cost within the draft budget for 2018/2019.



E17/10#68

Correspondence for consideration and response.

- (i) Richard Williams – President Ross Rotary – invitation to explore ways of working together and invitation to attend their meeting on 20th November.

The Committee discussed the invitation and felt at present it would be best to arrange a meeting between the Mayor and the President to see if there are any areas of common interest that would bring mutual benefits. The Clerk will arrange a meeting at a convenient time.

E17/11#69

To agree and approve date of next meeting.

Next meeting scheduled to be held Monday 29th January 2018 at 7.00pm

There being no further business the meeting closed at 8.00pm

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C Bennett

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Chairman

29/1/18

Date