

## LEEK TOWN COUNCIL

### Minutes of the Events Committee Meeting held 11<sup>th</sup> July 2023 at 7.00pm

#### at Leek Town Council Office

**Present: Chairman:** Cllr. Matt Swindlehurst, Cllr. Keith Hoptroff, Cllr. Sue Webster, Gary Dunn, Victoria Johnson 'Admin assistant', Sarah Bird 'Outside', Cllr. Bill Cawley and Cllr. Liz Whitehouse 'Mayor of Cheadle', Cllr. Derek Hilyer and Cllr. Kate Nicholls                      Minutes recorded by Clerk Denise Wheat

1. **Apologies:** Phil Edmeades, Lyn Swindlehurst, Cllr. Dee Young, Anthony Beetham, Sarah Hayden 'Biddulph Town Clerk', and Cllr. Barry Birch. *Andy Collins 'Borderland Voices' apologies were received after the meeting.*
2. **Minutes:** The minutes of the meeting held on 13<sup>th</sup> June 2023 were received as a correct record.
3. **Matters Arising:** No comments
4. **Brough Park Bandstand Concerts:** The 5<sup>th</sup> one was held on Sunday so now halfway through the program. The weather held out. There was plenty of cake. There is a core of volunteers who attend every time. Any new volunteers would be welcomed to ease the pressure.

Next Dates:	23 <sup>rd</sup> Jul	Cheadle Community Band
	13 <sup>th</sup> Aug	Swinging Woodpeckers
	27 <sup>th</sup> Aug	High Peak Big Band
	10 <sup>th</sup> Sep	Poynton's Youth Band
	24 <sup>th</sup> Sep	Leek Blues & Americana

5. **The Mayors Civic Service: Sunday 30<sup>th</sup> July 2023:** Marshals are needed. Denise, Victoria, Ash, Derek, Bill and Keith. Walkie Talkies and High Viz jackets need to be given out on the day and a Marshal Briefing half an hour before the other guests and parade forms.
6. **Childrens Fun Day:** This event was cancelled due to road closure application not having the 12 weeks' notice required to be legal. New date not confirmed but Matt will ask SMDC is the UKSPF Funding can be moved to the following Spring.

#### ***19.14 The Mayor of Cheadle Liz Whitehouse arrived.***

7. **Lego Day – Sunday 1st October 2023 in the Trestle Market:** The event application has been submitted to SMDC with the risk assessment and map.

#### **Sessions will be available for all age groups:**

- A Pre-School, Duplo section
- Primary school age section
- Middle School /High School section
- Adult section for over 18 years.

Themes were discussed. Cheadle have a Lego club in the library. Cllr. Whitehouse asked where the Lego is coming from? Cllr Swindlehurst responded that it is going to be bring your own Lego. The time for the opening was agreed at 10.30am to be finished by 2.30pm. Publicity needs to be planned.

**8. Remembrance Day: Sunday 12<sup>th</sup> November 2023.** There are six elements to the day's events:

- a) A Parade to St Edwards Church
  - b) The Remembrance Day Church service
  - c) A Parade back to the Nicholson Memorial
  - d) A Memorial Service and Wreath Laying.
  - e) A return Parade back to the Market Place.
  - f) In the afternoon there is also a parade and short service at Ball Haye Green Memorial.
- Gary offered to broadcast the event live on Moorlands Radio. Everyone approved the standard format for the event and the radio coverage.

A dais was suggested for the Civic Dignitary Guests to stand upon while the Parade passes by. Liz reported that in Cheadle, the Dignitaries lead the parade. Clerk to enquire about the SMDC stage to use outside for that purpose. This would need to be in the risk assessment.

**Reception Refreshments:** Previously it had been held in the Red Lion, then it was held in the Silk Mill. It was suggested that it should be held this year at the Foxlowe. A quotation needs to be asked for before booking.

**9. Christmas Lights Event – 17<sup>th</sup> November:** All the paperwork needs to be in place by the end of July.

The Clerk needs to submit an events application, a Risk assessment, a road closure application, a Police notification, a map, the local police, and a Christmas lights application to Eon. Clerk to notify the fairground.

Pre-Covid there was a parade, lights count down and market stalls all down the street. The argument is managing that amount of people in town all at one point. Sparrow Park is the centre point of the entertainment. Last year there were issues with the bands and co-ordination of the changovers.

**Action: Clerk to meet with Cllr. Swindlehurst and the Electrical Contractor to discuss.**

**Working groups:** Keith, Matt and Denise to do the event applications, Car Park Closures and Risk Assessments, Victoria to book the stalls and paperwork connected to Health & Safety. Kate to look after First Aid and safeguarding. Gary and Swog to meet to sort out the plan for the Sparrow Park area event. Marshal Volunteers to be co-ordinated.

**10. Twilight Market Friday 8<sup>th</sup> December:**

Denise to apply for an event plus the TEN license application.  
Stall availability needs to be opened for bookings. It was resolved to keep the prices the same as in 2022.  
Entertainment needs to be booked.

**11. Outside – Advent Calendar 1<sup>st</sup> – 24<sup>th</sup> December.** Groups can submit ideas, the deadline is 4<sup>th</sup> August.

Rachel from Outside will be the project manager for this. Each door will have a creative artistic feature behind it. A combination of 'the Arts' are encouraged. The Luminarium was good for reaching out to Community Groups.  
See the Outside Facebook page for more information.

**There is a new idea about a Leek Textile Week, which is an evolving project.**

**Also, an exciting project in Cheadle about the Moon at St Giles the Abbott Church to be announced soon.**

12. **Sunday 3<sup>rd</sup> December:** Kate suggested a Christmas event. A Christmas tree, with a luggage label and a candy cane. This needs to be a Trestle market event. More ideas to make this event happen please.
13. **Brough Park Anniversary.**  
Liz told the committee about Cheadle Carnival is the 1<sup>st</sup> Week of July. The Carnival Committee run this event on Council land, so it is not organized by the Council.
14. **Nicholson War Memorial Centenary:** Discussed in the War Memorial Committee. There will be a large Town Event in August 2025 to commemorate the Centenary. The committee hope to involve all sorts of art projects to brighten up the Town and draw visitors to the Monument as an attraction of Leek. Tours will also be restarted.
15. **Other Events:**
- a) **Churnet Valley Festival:**  
A new festival with a partnership between the two towns of Leek and Cheadle. It is 175 years of Churnet Valley Railway next year. The Parishes are interested.
  - b) **Lifeboat Day:**  
Cllr. Cawley suggested celebrating the 200<sup>th</sup> anniversary of the RNLI. Denise knows a Sea Shanty Band. Matt visualized a narrow boat festival activity.
  - c) **Industrial Heritage:** Cllr. Cawley is taking an interest in Industrial Heritage of the Staffordshire Moorlands. Mining, The Silk Industry, Brindley, the Railways and Canals. He mentioned a poem about Waterhouses and Froghall.
  - d) **The Peace Festival: The Festival is at Hartington:** The Council funded the purchase of the Market Gazebos. The festival committee have asked to borrow three for the event. The committee agreed as long as some proof of insurance is provided.

**Meeting ended 20.15**

**Date of the next meeting Tuesday 12<sup>th</sup> September 2023 at 7pm at the Town Council Office**