

LEEK TOWN COUNCIL

Minutes of the Events Committee Meeting held 12th September 2023 at 7.00pm at Leek Town Council Office

Present: Chairman: Cllr. Matt Swindlehurst, Cllr. Keith Hoptroff, Cllr. Dee Young, Cllr. Sue Webster, Victoria Johnson 'Admin assistant', Cllr. Barry Birch, Sarah Bird 'Outside', Anthony Beetham (SWOG), Sue Coleman and Cllr. Kate Nicholls and Gary Dunn *Moorlands Radio* and Amanda Rowley *Staffordshire Moorlands Family Hub Manager*

Minutes recorded by Clerk Denise Wheat

1. **Apologies:** Phil Edmeades, Lyn Swindlehurst, Sarah Hayden 'Biddulph Town Clerk', Andy Collins 'Borderland Voices', Cllr. Bill Cawley and Cllr. Derek Hilyer

2. **Minutes:** The minutes of the meeting held on 11th July 2023 were received as a correct record.

3. **Matters Arising:**

The Mayor, Cllr. Matt Swindlehurst thanked the events Committee for volunteering on the day of the Mayors Civic Service, which went very well.

Any other matters arising will be covered under each event following:

4. **Brough Park Bandstand Concerts:** Last Date: 24th Sep Leek Blues & Americana, 1pm – 4pm

5. **Lego Day – Sunday 1st October 2023 in the Trestle Market:**

Please circulate Flyers, the event has been well advertised on social media and radio. The hall will need to be decorated. Victoria to order Balloons and bunting. 36 tables available in Trestle market. Set up time 9.30 am for helpers to arrive.

6. **Halloween Event at Haregate Community Centre – Tuesday 31st October – Small Parade, Decorated Car Boots.** Rachel from Outside Project is the main contact for the event. Volunteers are required to help close the roads and marshal the event. Times to be confirmed.

7. **Remembrance Day:** Sunday 12th November 2023.

- First Aid and Security have been booked. Mrs Chevaux has kindly offered use of walkie talkies again.
- Jesters Scooter Club have offered to help marshal the event SWOG is doing the PA. Moorlands Radio are doing a live broadcast,
- The SMDC stage is not available for outside use for a Dias.
- SMDC have provided a venue for refreshments and caterers have been booked for a buffet and hot drinks.
- The SMDC bar has been requested but not confirmed.
- Guests from Twinned town of Este are visiting and the Lord Lieutenant has been invited. It was discussed whether the Town Council could fund the Mayors accommodation. The Twinning Committee will research hotel costs.
- Ball Haye Green afternoon memorial will be held as usual. Parade to gather at the Priory at 2pm. Refreshments back at the Priory Pub afterwards.
- Someone needs to be asked to lead this service at Ball Haye.

- Volunteer Marshalls are required if anyone else is available please let Keith or Denise know.
- A meeting needs to be arranged with the Royal British Legion. Invite Parade master and representatives from Parade organisations and schools. Clerk to set a date with Parade Marshall.

8. Christmas Lights Event – 17th November:

- Clerk to notify the fairground about arrival times for Thursday evening.
- Trailer/stage to arrive in the morning. SWOG would like to set up the sound system early. From 4pm onwards there will be non-stop entertainment. Local singer Millie Salmon will support One Million Fingers as the main act. Other acts will be confirmed.
- Gary will organise Moorlands Radio to do a live broadcast Fri 1pm – 7pm from the Market Place. From 4-7pm he will do live interviews in the town centre.
- At 6.30pm countdown will be live on air in the Market Place. At Sparrow Park there will also be a countdown so both will work together.
- Matt will organise a meeting with Electrical contractor to discuss power connection and the countdown surge at switch on and to make sure we have enough electrical loom, as if not possible stalls will need battery lighting.
- Denise and Victoria will organise flyers, posters and town entrance advertising boards.
- Sue will organise Trinity Church for the lost children's point, First aid space and volunteer base. Churches Together will be serving seasonal refreshments.
- Kate will be the safeguarding officer based at Trinity Church
- SWOG will ask the Lions to help with the equipment.
- Christmas stalls, Lyn will work with Victoria to allocate stalls. The Committee would like to re-introduce stalls down Derby Street to encourage more footfall throughout the town centre.
- Santa has said he can attend.
- Clerk to order Christmas Lights and Christmas Trees.
- Mini Christmas trees were discussed. It was resolved to keep this the same this year.

Proposed Cllr. Sue Webster - Second Cllr. Keith Hoptroff – All in favour

10. Outside – Advent Calendar 1st – 24th December.

- Over 24 proposals have been suggested to be behind doors. Confirmation is now being sent out to applicants who have been successful. A Planning Day has been set for 16th October. It will be promoted via Moorlands Radio and social media.
- 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.

Twilight Market Friday 8th December: Trestle Market 5pm – 8.30pm

- Many stallholders have expressed interest,
- A catering company want to start to trade at 3pm and for us to reserve parking space.
- Keith will promote the event on radio.
- The Town Council received complaints from traders last year that the music was too loud.
- Clerk to apply for a TEN license for the Bar.
- Entertainment booked so far – Leek Salvation Army and Leek Morris dancers.
- It was resolved to have extra stalls and no stage for performances. Swog to sort a PA system and Gary to sort a play list for Festive Music.

- Bar seating area for refreshments.
- First Aid is supplied by Butter Market traders
- Kate will be the Safeguarding Officer

12. **Childrens Christmas Tree Candy Cane Event - Sunday 3rd Dec. (now changed to 10th December):**
 Kate suggested various Childrens entertainment 11am – 2.30pm.
 An artificial Christmas tree to be priced up, luggage labels and candy canes.
 Denise to book Trestle Market and get flyers and posters organised.
 An indoor circus style gazebo was discussed.
13. **RNLI Bi-Centenary** – Denise to discuss with Stoke-on-Trent Boat Club at Endon and Beatrice Charity
(March 2024) Move item to next meeting.
14. **Childrens Fun Day at Sparrow Park (UK SPF funded) – Saturday 11th May 2024.**
 - Clerk to complete the event application paperwork and road closures.
 - Matt has booked Circus entertainers, Buskers, Street Performers and Facepainting
15. **Churnet Valey Festival – Sat 27th July to Sunday 3rd August 2024**
 Leek Show will start the events of the Festival and Cheadle Party in the Park will end the Festival on Sunday 4th August – a working group is being formed. It is also 175 years of the Churnet Valley Railway.
16. **Brough Park Centenary Weekend:**
 A Tea time concert in the Bandstand to mark the Centenary of Brough Park was suggested.
 The Town Council need to hire a large marque and position this near the play area along with portable toilets at the top of the park, which Denise will order.
 Fairground to be booked.
 Involve Friends of Brough Park. Questions were asked about where power will come from.
 Matt, Sue and Barry will form a working group.
17. **Nicholson War Memorial Centenary:** Derek Hilyer will form a working group to organise the event to celebrate the Centenary. Funding needs to be put in place for this event.
 Ball Haye Green Memorial has now been listed as a Grade 2 listed building.
18. **Other Events:**
80th Anniversary of D Day – Denise mentioned the Pageant event organized Nationally
6th June 2024

Meeting ended 20.10

Date of the next meeting Tuesday 10th October 2023 at 7pm at the Town Council Office