

LEEK TOWN COUNCIL

Minutes of the Tourism, Events & Community Committee Meeting

Tuesday 14th November 2023 at 7.00pm at Leek Town Council Office

Present:

Chairman: Cllr. Matt Swindlehurst,

Cllr. Keith Hoptroff, Cllr. Derek Hilyer, Cllr. Sue Webster, Cllr. Dee Young, Cllr. Kate Nicholls, Cllr. Bill Cawley, Gary Dunn, Anthony Beetham, Amanda Roley, Sue Coleman

Minutes recorded by Admin Assistant Victoria Johnson

1. Welcome: The Chairman welcomed everyone in attendance to the meeting.

2. Apologies: Cllr. Barry Birch, Denise Wheat, Phil Edmeades, Liz Whitehouse, Sarah Haydon, Rachel Rhodes, Sarah Bird

3. Minutes:

The minutes of the meeting held on 10th October 2023 were received as a correct record.

4. Matters Arising:

a) The Halloween Event

A verbal report was submitted to the Committee as follows:

The Haregate Halloween Event was developed and delivered by Haregate Community Centre, Hare and Gate, The Priory and Outside.

The event consisted of trick & trunk, alien walkabouts, Halloween arts and crafts, uplighting on the Priory, Hare & Gate and the Community and Halloween bingo. The police and fire service also joined us.

Outside covered the cost of the uplighting, craft workshops, provided a raffle and bingo prizes, the materials for trick & trunk and walkabout Aliens. We also covered the cost of two medics and security to cover the event.

There was a great turn out with:

27 people taking part in the Halloween bingo

299 people participating in the craft workshops

492 people watching the walkabouts (across 2 45 min performances)

Feedback has been very positive from those who participated in the event.

b) Remembrance

- The event at Leekbrook went well and all the work done to the war memorial prior to the event was appreciated.

- Organising the parade at Silk Street Car Park went well and thanks were given to the Town Clerk and the Admin Assistant for meeting with the Parade Marshall in the days before the parade.
- The Church service went well as did arriving at the NWM in time for the 11am service.
- Next year contingency plans need to be made regarding weather and technical issues. Having a nominated Councillor at the NWM all morning should be part of the plan.
- Next year a clear list is needed stating who will be called to lay a wreath regardless of the weather.
- The marshalling was disjointed as Security did not arrive until 8.30am so had no time for a briefing.
- Appreciation was expressed to the representatives from the town of Este who attended the event, but it was noted that next year a closer relationship between the Twinning Committee and the Events Committee is needed.
- The event at Ball Haye was under marshalled.
- It was proposed that LTC make a £250 donation to Jesters Scooter Club to thank them for providing 7 volunteers to help with the marshalling.
- Taking a photograph from the top of the NWM is to be added to next years plans.
- The Committee expressed their thanks to Brian Benjamin for volunteering on the day, and to everyone else who helped.

5. Christmas Lights – 17th December 2023

- Thursday 16th - Marshalls will be needed on High Street car park from 1pm. Admin Assistant to email all Councillors asking for volunteers.
- Friday 17th – Barriers will be put out before 8am, Moorlands Radio to arrive by 11am, Docksey's delivering the trailer at 1pm, stalls will be erected approximately 2.30pm.
- Nominated Councillors and the Admin Assistant to meet at the Butter Market at 2.30pm to ensure the stalls are set up correctly.
- Moorlands Radio will broadcast live from the Market Place 1pm – 4pm.
- Trinity Church will be the central contact point and the Safeguarding Team will be based there.
- Re: Security – 2 at Sparrow Park, 2 at Market Place and 2 floating. There will be 2 First Aiders and the Lengthsman is the Fire Marshall.

6. Open Doors – 1st December to 24th December 2023

Information was provided by email from the Outside Project as follows:

- The 24 Doors Project will launch publicly on 17th November when there will also be flyers, a map and other information available.
- The groups involved vary from individual artists to charities, arts organisations to statutory services, and the Doors are spread across town.

7. Twilight Market – 8th December 2023

- All the stalls have been filled, The Cock Inn are providing the bar, and the TENS licence has been received.
- There will be no stage this year, Morris Dancers and The Salvation Army will be performing, equipment is being borrowed and a playlist is being provided.
- The Town Clerk is to check that the public toilets will be open for the duration of the event.
- Cleaning products are to be provided by LTC to clean the oil cloths after the event.

8. Children's Christmas Tree Candy Cane Event – 10th December 2023

- Volunteers are required to arrive by 9am. The event will run from 11am to 2.30pm.
- This event is UK SPF Funded so an accurate record of costs is needed to aid future funding. This must include the hours/cost of the Town Clerk, the Admin Assistant and the Lengthsman.

9. Holocaust Memorial Event – 27th January 2024

- The theme will be The Fragility of Freedom and will take place in St Edwards Church in the afternoon.
- It will be presided over by Eleanor Smith from Endon aided by contributions from 4 SMDC Councillors and 2 vocal performances.
- SMDC Councillors and LTC Councillors are to be encouraged to attend.

10. 200 Years of RNLI – 18th August 2023 to 4th March 2024

- Consideration is being given to holding an event on The Beatrice on 31st July 2024.

11. Children's Fun Day at Sparrow Park – 11th May 2024

- This event will be UK SPF Funded.
- It will run directly along the lines of the previous Children's Fun Day.

12. Churnet Valley Festival – 27th July 2024 to 3rd August 2024

- This will be discussed at greater length at the next meeting.

13. Brough Park Centenary 2024

- The Events Committee will try to involve SMDC with this occasion.
- Marquees need to be booked urgently. The Chairman will discuss this with the Town Clerk.
- John Collins Fun Fair needs to be booked, Moorlands Radio are already booked.
- There is to be a teatime concert in the band stand on 27th July.

14. Christmas Lights/Twilight Market 2024

- The Christmas Lights Event next year will take place on Friday 15th November 2024.
- The Twilight Market next year will take place on Friday 6th December 2024.

15. NWM Centenary 2025

- A working group is to be set up to be chaired by the Chairman of the War Memorials Committee.
- There will be 3 aims namely: marking the Centenary, celebrating Leek and leaving a lasting legacy.
- Moorlands Radio will start to promote the Centenary early to build up momentum.

16. Any Other Business

- A Country and Western Day running from 11am to 3pm on 27th July 2024 has been proposed.
- The Butter Market will close soon after Easter 2024 for renovation and improvements and should re-open September/early October 2024. LTC and SMDC should have a joint plan for the re-opening which can be put into place at short notice.

Date of Next Meeting – Tuesday 9th January 2024 at 7pm in the Leek Town Council Office