



Sleaford Town Council
Culture, Events and Markets Panel
Notes and Report of Meeting – 27th August 2019
2:35pm to 4:07pm

Panel members present:

Councillor Linda Edwards-Shea (Lead)
Councillor Paul Edwards-Shea
Councillor John Parry
Councillor Adrian Snookes
Councillor D Darmon

Meeting and Panel supported by the Deputy Clerk and Administration Officer (MW).

Also in attendance: Councillor J Thomas.

1. Apologies for Absence

Apologies for absence were received from Councillors K Pole and C Sandy.

2. Minutes from 23rd July 2019

The Panel agreed the notes which have already been presented to Council on 14th August 2019.

3. Outdoor Cinema Event to be held on 6th September 2019

The event requirement list was discussed, and minor improvements have been made following the success of last year's event.

The Deputy Clerk confirmed the requirements from the Services Team on the day and also confirmed she has a meeting with the security company on Friday 30th August to discuss their involvement. It was noted that there is no requirement for Councillors to assist on the night.

Tickets for this event will be available for sale on the night. It was requested that the Panel receive a report with last year's costings in comparison to this year, including ticket sales, at their next meeting.

Action: Councillors to help promote the Outdoor Cinema event via social media, posters and word of mouth.

Action: Costing comparison report to be presented to the next meeting.

4. MacMillan Coffee and Cake Morning, incorporating Lincolnshire Day, to be held on 1st October 2019

The Panel Lead introduced this item and said last year's event was very successful and well attended. The Panel Lead would encourage all Councillors to attend this event as it is the perfect opportunity for Councillors to meet with members of the public.

Recommendation: For Councillors to be asked whether they would like to assist at this event and provide/bake cakes for people to buy. All 18 Councillors to be asked at the next Full Council meeting if they would like to take part.

5. St Deny's Day and Harvest Celebration Market to be held on 12th October 2019

There was a discussion regarding the entertainment items that can be hired for the event. It was asked if the games will be manned and if so, would Councillor input be requested?

Due to a limited budget, it was agreed to hire the 'Ball in the Bucket' game and 'Striker – Test your Strength', at the cost of £30 per item.

The colouring competition to be judged by the Mayor and Panel members.

Action: Hire 'Ball in the Bucket' and 'Striker – Test Your Strength'.

6. 1940s Day event to be held on 20th July 2020

Council have approved a budget of £1,500 for this event.

At a previous Panel meeting it was requested to seek the costs for marquee hire. Information was presented and discussed, and the panel asked how much notice is needed to hire a marquee and discussed what would the marquee be used for.

Other ideas/suggestions discussed for the 1940s Day event included:

- To undertake a model competition (create a WW2 tank or WW2 scene from Paper Mache.) It was suggested that children could enter the competition weeks before which would help to advertise the event. It was also suggested to approach Arts NK to ask if they would be able to supervise the activity over May half term with STC's Town Hall being used for free. The winner to be announced at the 1940s event.
- To challenge Sleaford Model Railway to create a WW2 display which could be displayed in the foyer.
- That an article be written and inserted in the 'Your Local Lincs' publication in May 2020 relating to Sleaford in the War, followed by an advert in the June 2020 edition, advertising the event.
- Entertainment, music and singers
- Fancy Dress competition
- Get local businesses involved – Best dressed window displays etc. Councillor A Snookes volunteered to approach businesses with official communication to come from the STC Office.

Actions:

- Panel Lead to approach Sleaford Little Theatre to see if they would be interested in performing a Vignette for entertainment. STC may need to contribute towards costumes.

- Panel asked Councillor A Snookes to contact the Air Cadets and RAF Cranwell to see if they would like to be involved in the event.
- STC to find out who is responsible for the railway station to see if any empty room can be used for display purposes related to the event.

7. Sleaford Market

The Panel Lead being a member of the Sleaford Market Task and Finish Group gave a brief verbal update on the progress so far.

8. Events to which we can invite Twinning Guests

The Panel considered what events the Twinning Guests could be invited to and agreed it was too late to do anything this year. It was requested for Councillors to suggest future events.

9. Marketing and Local Advertising

The Panel noted the officer report and how the advertising is currently covered. Consideration to having a couple of signs or a banner made was discussed and it was asked how much the Christmas Market signs cost.

Councillor J Thomas and Councillor P Edwards-Shea suggested a Facebook advert which could be set up for events and a cost of £5 to target the geographical areas.

Action: Provide feedback forms at events to gauge which advertising is more beneficial, eg. how did you hear about this event?

Action: Find out costs of printing and putting inserts into 'Your Local Lincs'.

10. Scheduled future meeting dates, all at 1.00pm:

Tuesday 24 th September 2019	Tuesday 4 th February 2020
Tuesday 22 nd October 2019	Tuesday 17 th March 2020
Tuesday 3 rd December 2019	Tuesday 14 th April 2020
Tuesday 7 th January 2020	

Councillor L Edwards-Shea gave her apologies for the next scheduled meeting.

11. Date and time for next meeting

The next meeting will be held at 1:00pm on Tuesday 24th September 2019.

The meeting finished at 4:07pm.