

NOTICE OF MEETING

You are hereby summoned to a meeting of
Yarm Town Council's Leisure & Culture Committee
to be held at

**Yarm Methodist Church
Chapel Yard, TS15 9AJ.**

Date: Monday 14th March 2022

Time: 6pm

Members of the public are invited to
attend the meeting

Juliet Johnson, Proper Officer to YTC



Yarm Town Council
Town Hall
High Street
Yarm
TS15 9AH

In accordance with the Openness of Local Government Bodies Regulations 2014, photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted; the Chair will notify those present of this at the start of the meeting and ask whether they agree to be filmed, recorded or photographed

LEISURE & CULTURE COMMITTEE

MINUTES

PRESENT (Leisure and Culture Committee):

Cllr Pam Smailes (appointed as Chair)

Cllr Alan Moffitt

Cllr Barbara Wegg

YTC Events Manager: Glen Layfield

RiverFestival Representative: Claire Llyod (SUPs)

Other Councillors Present:

Cllr Philip Addison

Cllr Peter Monck

Proper Officer / Clerk: Juliet Johnson

Rate Payer's Representative: Karen Shields

1. To appoint a Chair for the meeting

1.1 Cllr Smailes took the Chair

2. Apologies for absence

2.1 No apologies were received.

2.2 The meeting was informed that the Events Manager would join ASAP (from 6.30pm)

3. Code of Conduct | Declaration of Interest | Dispensation:

a) To record declarations of interest from members of any item to be discussed

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 – section 100A(4), members of the public (other than those prohibited from doing so) are entitled to attend this meeting and/or have access to the agenda

b) To consider, vote upon and record any requests for dispensation

3.1 No requests for dispensation or declarations of interest were received.

4. **Confirmation of Minutes (N/A)**

(N.B. previous equivalent committee was disbanded several years ago)

5. **Matters arising from the minutes of the previous meeting (N/A)**

6. **Yarm Town Gala and Platinum Jubilee - June 5th 2022, & Beacon - 2nd June 2022**

6.1 Agreed earmarked budget and potential resources

The Clerk & Cllr Addison confirmed that £8.5k was currently budgeted for the 2022 Yarm Gala and Jubilee Celebrations. However, this had been budgeted prior to agreement to combine the two occasions. This figure does not include the event management contract cost which is budgeted separately.

6.2 **2nd June** : Beacon Ceremony ideas discussion and to agree proposals to present to Full Council

6.2.1 **Cllr Monck** confirmed that he had already provisionally booked a Piper (the person who plays at Yarm Remembrance Sunday) along with a Gospel Choir who are also prepared to perform.

6.2.2 The Palace guidance gives the start time for the event and prescribed songs.

6.2.3 **(Later in the meeting)** The YTC Event Manager confirmed that Stockton Borough Council (SBC) would be leading the practical aspects of ensuring beacons taking place across the borough, including Yarm's. Further advice from SBC events is therefore awaited. Lighting the beacons is essentially a simple ceremony - starting at 9.45pm and lasting no longer than 45 minutes.

6.3 **5th June Event** : Discussion of ideas & to agree proposals to present to Full Council

6.3.1 **The Clerk** requested that those who had been Councillors when previous Yarm Gala's had been held, briefed her and the Events Manager as to i) what had taken place and ii) what aspects of previous events they would like to repeat (noting that neither her nor the Events Manager had previously been involved with / organised a Yarm Gala. In line with this request, those present at the meeting held a creative thinking session from which the following ideas emerged:

a) **DECORATION -**

Cllr Wegg suggested union jack table cloths for any layout associated with catering. **Cllr Smailes** referenced her previous idea of red, white and blue for this year's High St hanging baskets and suggested these might be complemented by some Jubilee bunting (suggesting purchase from a local retailer). **RPR Karen Shields** offered to check out costings and options from nearby commercial bunting supplier she had previously used for high streets.

b) **FOOD & CATERING -**

Cllr Wegg described that there had been an open air barbecue (provided by a local establishment) held around the town hall with tables and chairs in previous years. Food is paid for by the public and the establishment is charged a fee to be paid to YTC - general agreement that this should be repeated.

AGREED.

It was noted that there would be a local food festival held by a Yarm Business on that day and that an outdoor catering stall should be such as to not detract from High Street businesses attracting customers.

c) CHARITY FAIR / STALLS -

It was confirmed that Yarm Lions normally organise the charity stalls. It was understood that they did not have capacity to do that this year.

ACTION: Clerk to contact local charities to take part. **Councillors** to forward contacts for charities that might be interested.

d) TRADE STALLS -

It was noted that the trade stall offer hadn't been developed in previous years and could be improved. Stalls were normally rented out 'at cost' i.e. no mark-up on the cost to YTC in order to support local small businesses.

ACTION: i) Clerk to identify diverse and appropriate local small businesses/traders/crafts people who would like to have a stall at the Gala e.g. via Yarm Pop-Up Shop, Ingleby Barwick Community Market and further notification on Facebook if necessary.

ii) Clerk to identify

e) ENTERTAINMENT & ACTIVITIES -

i) **Cllr Smailes** referenced that at a previous event a 1940's singer had performed and that this had gone well. **The Clerk** suggested that, as well as this, singers might be found to sing songs from every decade of the Queen's reign.

ii) **AGREED & ACTION:** Clerk to source vintage singers to perform for each decade of the Queen's reign (**Cllr Monck** to forward any contacts he may have in this respect).

A fancy dress competition was suggested for children with the theme being 'red, white and blue - the Queen's Jubilee'.

AGREED & ACTION: Clerk to develop this idea with others (e.g. potential Business Forum support etc.)

iii) Suggestion was made to invite Rom Rolfe (panto producer who helped present at Christmas lights) to compete on the day.

AGREED: Clerk to invite

iv) Discussion was held regarding potential for presence of vintage cars or the Aston Martin stand again. It was agreed that it was possibly too late in the day to organise this as an element and the Event Manager advised that there was not spaces within the current event footprint to accommodate this without losing further parking bays. This element to be left for this year.

AGREED

v) Different forms of entertainment for children should be followed up e.g. face painting, Punch & Judy and Balloon Modelling.

AGREED & ACTION: Clerk as above.

vi) **The Clerk** confirmed that, prior to the L&C committee forming and holding this meeting, she had provisionally reserved a few street theatre acts (details of these had previously been forwarded for comment) as demand for all sorts of entertainers was likely to be large given the Jubilee Weekend and as we are coming to this relatively late in the day (and bringing forward the usual date of the Gala by a month to coincide with the Jubilee) we could find many things booked and unavailable. Similarly, the Clerk has also provisionally booked Aycliffe and Brancepeth Brass Band, the Gospel Choir (via Cllr Monck) and Tom Powell (local singer / songwriter). The costs for the last 3 are likely to be similar to as per Christmas Lights/ other occasions they were

used and the estimated cost for the street theatre element would be **£4k - £4.5k** (this would facilitate at least 12 different shows throughout the day).

AGREED & PROPOSED TO TAKE TO FULL COUNCIL.

vii) Cllr Monck recommended a Morris Dancing group

AGREED

viii) The Clerk to look at whether a fire engine might be brought on site (as in previous years; event space allowing)

AGREED

ix) Having steamboats on the river as per in 2019 was referenced but the contact could currently not be found and it is understood that this had been problematic in the end - best to leave this year.

AGREED

x) The Clerk referenced the potential opportunity to include the presence of the transatlantic rowing boat (veterans mental health fundraiser) within the Gala (as presented by the guest **Cllr Coulson** had invited to a previous YTC meeting).

f) FAIR RIDES -

One of the Fairground organisers was named as the person who normally provided 3 x children's rides for the Gala. Agreed that this should happen this year if available at this stage.

AGREED. ACTION: Clerk to contact fair rides provider; if unable to provide, alternative to be sought.

g) LIONS FUN RUN -

The Clerk reported (following liaison with Chris Walker, the organiser with Yarm Lions) that this is taking place at 10.30 in the morning, starting at Conyers School and finishing at Snaiths field where medals will be presented. Trophies will then be presented from the podium outside the Town Hall by Tees Valley Mayor Ben Houchen (at approximately 12.30 - 12.45).

h) EVENT INFRASTRUCTURE:

i) Glen Layfield confirmed the footprint of the event site to be from the Town Hall up to Sainsbury's. A ground plan is being produced as arrangements come together. The Method Statement, Event Plan and Risk Assessments all have to be ready for the first week of May to be submitted to ISAG. There is very little run-in time for all of this to be completed.

ii) Glen Layfield confirmed that he is sourcing medics, sound system, the build of the event area, commercial gazebos and podium for performers, stewards and traffic management, portaloos, trader & charity stalls / gazebos (£60 per double gazebo), + the offer of some additional deckchairs to enhance the audience area. A covered stage had been sought but the cost of this for the jubilee weekend was £5k+ (instead of the usual circa. £3k) so the proposal was to have a staging/performance area as per the Christmas Lights Switch-On - 2 gazebos with performance space flat on the ground in front and a small podium out front for the compere, medal presentations and solo singers. This reduces costs significantly.

iii) To clear the area and set up the event space, cars will be prevented from parking from **4pm on Saturday 4th June**. Removal of cars will be applied if, once infrastructure / fair rides need to come on site, they are still present as this will prevent the set-up and delivery of the event if not removed.

i) TIMELINE & CHALLENGES:

Glen Layfield & The Clerk outlined that:

- The timeline for organising everything is extremely challenging (both Event Manager & Clerk new to this event);
- All costs are likely to be increased given the demand over the Jubilee weekend.

6.4 4th June River Festival : General Update & links with 5th June Event

6.4.1 Claire Llyod updated the meeting as regards the Riverfestival paddle Board Event. 200 people would take part. The whole event will run from 12 noon to 8pm. Entrance to the water would be from Yarm School who are a supporting partner. The event is free but ticketed (bookable through the SUPs website) and to be marketed on social media. As well as basic paddle boarding classes there will be races there, events such as paddle board yoga, fancy dress competitions etc.

6.4.2 Anyone can take part including complete beginners and those who do not own paddle boards. There will be a maximum of 50 people on the water at any one time. The event has its own appointed Health and Safety Manager (NB this event is not run or managed by YTC or Glen Layfield in any aspect).

6.4.3 The Clerk & Glen Layfield alerted the organisers re. taking good care to steward & manage health and safety at the watching points (e.g. from Yarm Bridge), given potential for (pavement) congestion, live highway and risk of falling in the river in some places along the banks etc.

6.4.4 Portaloos might be booked together for both events, hopefully being cost efficient to both YTC and SUPs.

7. Presentation / Re-Cap of 2021 Events Evaluation

7.1. Glen Layfield and the **Clerk** presented to the meeting a summary of the 2021 Events Evaluation meeting held previously. A separate evaluation document will be written up for all partners involved. The evaluation will inform planning of the 2022 Fair Ridings, Remembrance Sunday, Christmas Lights Switch on and Carols, and Christmas Eve on the High Street.

Signed (Chair):Date:.....

Signed (Clerk):Date: