



Minutes of the Events Committee of Matlock Town Council held on Monday 01 July 2024 at 6.00pm in the Derwent Hall at the Imperial Rooms, Matlock.

Present: In the Chair: Cllr Pat Wildgoose

Committee members: Cllr Jason Knighton, Cllr Sue Burfoot, Cllr Marilyn Franks, Cllr Steve Wain, Cllr Ashley Orwin

In attendance: Simon Hosmer, Town Clerk
Victoria Brooke, Events Co-ordinator

Meeting starts at 17:54

001/24 – APOLOGIES FOR ABSENCE

None received

002/24 – VARIATION OF ORDER OF BUSINESS AND DECLARATION OF MEMBERS INTERESTS

There were no variations to the order of business or declarations of members interests

003/24 – REQUEST FOR DISPENSATION

No requests for dispensation had been received

004/24 – PUBLIC PARTICIPATION: MEMBERS OF THE PUBLIC

There are 2 members of the public present

005/24 – MINUTES OF THE LAST MEETING: Monday 11 March 2024

The Chair asked if the minutes are accurate.

Proposed: Cllr Sue Burfoot, Seconded: Cllr Jason Knighton

Resolution: To approve the minutes of the meeting listed above

Agreed unanimously

006/24 – CLERK UPDATE

The Clerk started by stating that it has been a while since there has been an events committee and confirmed that things that might have been looked at here have been dealt with at full council.

He talked about the PA system and that it had been considered whether to purchase a modular system that could work both in the building and at the park or other outside venue. That is on hold due to a potential repair of the existing system and the high cost of the modular system so he suggested that a revised plan is brought to the committee once it is clear if the existing system can be repaired and with a different plan for an external PA.

He also talked about the twinning group (META) film night in the Imperial Rooms and said he had not heard from the organiser since that night. Cllr Knighton said he had spoken to her and she was not planning on doing anything until the autumn. He also said he had two potential people interested in helping with the twinning group but feels that may not be enough to keep it going. Cllr Knighton asked about the money they owe us for the room and should we chase them for it. Cllr Burfoot mentioned that quite a few people attended the film night but that nobody had stepped up to help on the night. She thought we should extend the time that we start chasing the money for the film night. The Chair said they need some leeway.

The Clerk then talked about the summer event and the concerts in the park.

He also mentioned that we are waiting to hear if we have been successful in getting a 'Live & Local' event for the town and should hear by the end of the month. Cllr Wain asked if we have to pick annually or over a different time frame and the Clerk confirmed it is an annual choice but that we were late to put our request in this year as it had not been agreed early enough and that whether we were successful or not this year we would be going in as early as we can with our choices next year.

Proposed: Cllr Jason Knighton, Seconded Cllr Steve Wain

Resolution: Not to chase META for the monies owed for the film night until 1st November 2024

Agreed unanimously

007/24 – EVENTS REPORT

Vicky spoke about the events we have had so far this year. She spoke about the bunny egg hunt which went well. She mentioned that a local shopkeeper gave some feedback he had from several customers that it was difficult for children to work out the clues by themselves and they needed adult help. She mentioned that Tyler, the owner of 'Critical Hit' on Dale road offered his services for next year to do a hunt across the shops. She went on to say that he is also going to potentially provide people in costumes for the Christmas parade this year. The Clerk said we could look to partner with him in order to get his Comicon event on in the park and use the Imperial Rooms for the selling part of the day.

The Clerk talked about the advantage of using a local business for the Christmas parade rather than the agency we used last year who sent people but they were late.

Vicky then spoke about the Easter event in the Imperial Rooms and felt that the stalls all went well and messy church enjoyed it and want to return when they can. Lumsdale Cheesecakes did well. The selling of sandwiches on the day didn't go well but snacks and drink sales were good. Leftover food was given to local care homes. The Clerk felt that the voucher saying 'free Easter egg' made parents think they needed to give children lunch before they came to the rooms so we need to advertise better that we had food available next time.

Then she spoke about the D-Day landing celebration which was well attended and we had put on a very simple and appropriate event. Cllr Wain felt it was poignant and thought it went really well. There was a general feeling that it went very well.

No resolution was made here

008/24 – MAKERS MARKET ISSUE

Cllr Knighton told the committee about how the organiser of the event had been blocking fire exits at her events and that two of our caretakers had spoken to her about this at previous events but had clearly been ignored so he took it upon himself to ask her politely to move the tables that were blocking the fire exits on the most recent occasion. He felt she was fine after that and that it should be ok going forward. The Clerk added that they have been suing the foyer and the car park which wasn't initially discussed. It seems to be going very well and we may not be getting the value out of it that we should, that perhaps they are taking advantage of us but that we had to tread carefully as she is looking at increasing the amount of markets she puts on. Cllr Knighton felt that we should allow them to use the Riber room which they currently don't book at a discounted rate so they can have the whole building and may not be blocking access as much as they are now. Cllr Burfoot felt that them being outside made them more visible and was attracting people in. Cllr Wain felt that a discount was not in the interests of the tax payers and that our price is competitive and that the market is unlikely to go elsewhere due to our pricing structure. He also wanted the market to be checked that no dangerous or illegal items are being sold in the rooms. He felt a policy may need to be written so items we don't want sold in the rooms aren't.

Proposed: Cllr Steve Wain, Seconded Cllr Jason Knighton

Resolution: To instruct the Clerk to write to the organiser of the Makers Market to reiterate the rules of H&S and to start a dialogue regarding the Car Park, foyer etc

Agreed unanimously

009/24 – EVENTS PLAN

The Clerk asked the committee to look at the advanced plan for the Council written by the Leader of the Council and asked for someone to look at the events section of the overall plan. He asked that it is looked at by one committee member and for them to attempt a first draft which then they bring back to the committee for comment and amendment. He went on to say that it didn't need to be done too quickly and that the overall aim will be to have something to publish for the next financial year in April of 2025. The Chair volunteered saying she is best placed to do so and that she will ask the Clerk to help but that she wouldn't be here for the next events committee so it will be back in front of committee at the meeting after next.

A small discussion was had about Christmas and Vicky said she would have more detail on that at the next meeting.

Proposed: Cllr Jason Knighton, Seconded Cllr Marilyn Franks

Resolution: To ask the chair to create a first draft of the Events Committee plan and bring it to the meeting after next

Agreed unanimously

010/24 – COUNCIL PUBLICITY: Website, social media, newsletters and news releases

Cllr Knighton said we need to promote the bands in the park as it is starting soon.

Cllr Burfoot suggested we need to be careful with the promotion of a 'Live & Local' event and the Clerk said we would piggy back on Live & Local's own promotion.

Proposed: Cllr Steve Wain, Seconded Cllr Jason Knighton

Resolution: To promote the events in the park immediately on social media, the website and to regularly promote over the next few weeks.

Proposed: Cllr, seconded Cllr

Resolution:

Agreed unanimously

The meeting closed at 18:55



Simon Hosmer
Town Clerk

CHAIRMAN:

DATED: