

MINUTES of the **COMMUNICATIONS AND EVENTS COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall, Front Street, Stanley on Tuesday 10th January 2017 at 6.30pm

PRESENT: Cllr D Mills* Cllr M Wilkinson Cllr C Bell Cllr D Tully
 Cllr D Walker Cllr R Ferris Cllr J Nicholson Cllr W Nixon
 Cllr G Graham

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (PA to the Town Clerk)
 James Harper (Community Development Manager)
 Lee Brannigan (Civic Hall Events Manager)

OTHERS IN ATTENDANCE: Simon Green

252 APOLOGIES FOR ABSENCE

Apologies received from Cllr D McMahon were accepted by the committee.

253 DECLARATIONS OF INTEREST

None.

254 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

No one was recording the meeting.
 Councillor Geoff Graham was co-opted to the Committee at his request.

255 PUBLIC PARTICIPATION

There were no written questions and no questions from public in attendance.

256 CONFIRMATION OF MINUTES

Members **APPROVED** the minutes of the meeting held on 4th October 2016.

257 REVIEW OF EVENTS DELIVERED SINCE LAST MEETING

(i) Chairman's Awards

Members expressed the view that the catering for the Chairman's Awards was very poor, however in all other respects they were very pleased with the format and delivery of the event.

It was **RESOLVED** that the Awards should be held towards the end of the Chairman's time in office, therefore there will be no Chairman's Awards in 2017 and the next Chairman's awards for 2017/18 will be held in March 2018.

(ii) Christmas Decorations

Members agreed that the service from Seasonal Group was unsatisfactory. Some lights were not put up this year, even though they had all the locations from year 1. Some lights had failed, some commando boxes were not working. Seasonal Group should test commando boxes when lights go up.

The Clerk noted that issues will be brought up in a meeting with Seasonal Group. The Community Development Manager advised members that during the recent high winds, a total of 6 decorations in the Front Street came down on Front Street as the welding or brackets snapped.

Members praised DCC for the erection of the Christmas Tree and the switch on. The Community Development Manager advised members that after the purchase of additional lights, the cost of repairs, and the cost of DCC erecting the tree, £27,000 of the £30,000 budget allocated has been spent.

(iii) Lights Switch On/ Market

Members agreed that the Switch On and Market events has been a success and that events for future years should follow this format. For 2017 they would like to see the event expanded with more stalls,/ traders, and to explore the possibility of the Market being spread over more days.

(iv) Christmas Fayre/ Santa's Grotto

Members thought that the Christmas Fayre in the Civic Hall needed refreshing and that the Grotto was very quiet, this should be advertised better and earlier for 2017. It was also suggested that the Fayre in the Civic Hall could have a different theme and be held at a different time, if there is going to be a Christmas Market on the Front Street.

(v) Chairman's Carol Service

Members enjoyed the Carol Service and asked for it to be better publicised in 2017. The date for the Service should be set earlier so that publicity can be arranged.

(vi) Pantomime

The Civic Hall Events Manager noted that there were 17 performances of Aladdin in total. Some schools have already pre-booked for this years pantomime. In total the pantomime made a profit of £2600.

Members enjoyed the pantomime and thanked the cast for their hard work.

The Events Manager requested that no other groups be allowed to do pantomimes while the Civic Hall has their pantomime on. Members **AGREED** this was a good idea, that only the pro pantomime should be held over Christmas.

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ESTABLISHMENT OF WORKING GROUPS

Members put their names forward to be on the following working groups for the following projects:

Project	Budget	Lead Officer	Members
Music Festival	£5,000	Lee Brannigan & Alan Shaw	R Harrison, D Mills, M Wilkinson
Firework Festival	£15,000	James Harper	J Nicholson, R Ferris, C Bell, D Walker
Christmas Festival	£10,000	James Harper & Lee Brannigan	J Nicholson, C Bell, R Ferris, B Nixon, M Wilkinson, R Harrison
Play in the Park	£15,000	Nicola James	C Bell, R Ferris, M Wilkinson
Armed Forces Day	£4,000	James Harper	G Graham, R Harrison, B Nixon, D Tully, J Nicholson
Moria Con	£5,000	Nicola James	D Mills, D McMahon
Community Newsletter	£15,000	Alan Shaw	M Wilkinson, C Bell, D Walker, R Ferris, R Harrison
A Year in Stanley	£6,250	Alan Shaw	D Mills, D Walker
Remembrance Services	£400	James Harper	B Nixon, J Nicholson, C Bell
Blue Plaque Scheme	£1,200	James Harper	M Wilkinson

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ASSET TRANSFER

The Town Clerk asked members to consider the comms strategy which should be followed in relation to the freehold acquisition of the Front Street offices and the asset transfer of Annfield Plain Community Room.

Committee **RECOMMEND** that the Clerk produce a draft statement for the public, to be approved at Full Council.

260 CIVIC HALL - MARKETING STRATEGY

The Civic Hall Events Manager advised that the Civic Hall has issues marketing the building and the theatre to an appropriate audience. As the budget is limited, the Events Manager suggested organising publicity stunts, inviting local press to some shows and doing leaflet drops.

Members suggested contacting Made in Tyne & Wear and promoting the Civic Hall at our Play in the Park and Armed Forces events.

Members also **AGREED** that the building should be marketed as the Civic Hall rather than the Alun Armstrong Theatre to avoid public confusion.

261 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 7th February 2017, 18:30 at the Civic Hall