



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that a meeting of the Communications and Events Committee of Stanley Town Council will be held on Tuesday, the 7th June 2016 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL COMMUNICATIONS AND EVENTS COMMITTEE

D Mills (Chair)  
D Walker

M Wilkinson  
R Ferris

C Bell  
J. Nicholson\*

D Tully  
W. Nixon\*

R Harrison

\*ex-officio

You are hereby summoned to attend a meeting of the **Communications and Events Committee** of **Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 7th June 2016 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw  
Town Clerk  
25th May 2016

Please turn off all mobile phones or set to silent mode  
Please refer to the Policy for recording proceedings

## A G E N D A

### 1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

### 2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

### 3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair or Town Clerk.

#### 4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

#### 5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Finance & General Purposes Committee meeting held on 10th May 2016.

#### 6 WORKING GROUP UPDATES

Members to **CONSIDER** updates in relation to the following events:

- (i) *Brass Festival*
- (ii) *Christmas Events*
- (iii) *Stanley Fringe*
- (iv) *Armed Forces Day*
- (v) *Play in the Park Days*
- (vi) *Community Fun Days*
- (vii) *Stanley Family Cycle*
- (viii) *Moria Con 2*
- (ix) *Community Radio*

There will be an opportunity for officers or members to give any updates in relation to activities or initiatives not listed above during consideration of this item.

#### 7 CIVIC HALL

##### (i) Online Ticketing System (ATTACHMENT B)

Committee has previously requested that proposals be brought forward to enable tickets for events in the Civic Hall to be booked online. The Civic Hall Manager has received a proposal for a solution from the supplier of the Council's ticketing machine.

##### (ii) Theatre Curtain

The theatre curtain is recommended for replacement. The current curtain is an old black out blanket/ curtain which was all the theatre had which was converted into a curtain for front stage. It was put there to replace the original velvet curtain which has disintegrated with age. It is on a mechanical winding system attached to a pulley which is sufficient for now. The old pelmet from the original curtain is still attached above the stage, but is moth eaten and is need of replacement.

**iii) Theatre**

The Civic Hall Manager has developed a specification for equipment that the theatre should have. Members will receive a presentation from Martin from Hi Lights to detail this.

**iv) Coffee Shop Discount**

To consider introducing a 20% discount for STC and DCC staff and perhaps others to stimulate turnover in the coffee shop.

**v) Review of Free Rooms**

To review the groups currently granted free use of the Civic Hall facilities and make recommendations to Council.

**vi) Horticultural Society**

To consider how the September event will be funded.

**vii) TV Screens**

The Civic Hall Manager has obtained quotes for A/V equipment to be used in the gallery. The equipment would be available for use by hall users and to promote events within the hall to users of the Coffee shop when not otherwise in use.

**viii) Ticket Charges for Carers**

The Civic Hall Manager has requested clarification on what rate those attending as a carer for people who qualify for a concessionary rate should be charged for events in the hall. There is currently an expectation that they will pay full price, which has been challenged on more than one occasion.

Committee is requested to **CONSIDER** these matters and **DECIDE** what to do.

**8 PLANTING OF COAL TUBS**

The Town Council currently has a number of Coal Tubs on the roundabouts in the Parish, however there is no budget allocated to plant these up with flowers. Committee is requested to **CONSIDER** this matter and make **RECOMMENDATIONS** to Full Council.

**9 DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday, 4th October 2016, 18.30 at the Civic Hall

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*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.*