



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 10th January 2017 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
D McMahon

D Tully
J Nicholson*

R Harrison
W Nixon*

*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 4th October 2016 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
4th January 2017

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 Communications and Events Committee meeting held on 7th June 2016.

6 REVIEW OF EVENTS DELIVERED SINCE LAST MEETING

Members to review the following events and make **RECOMMENDATIONS** in relation to changes or improvements for their delivery in 2017/18.

(i) **Chairman's Awards**

Items to consider: Format, Staging, Entertainment, Catering, Timing.

(ii) **Christmas Decorations**

Items to consider: Quality, Design, Service, Price.

(iii) **Lights Switch On/ Market**

Items to consider: Format, Staging, Entertainment, Location, Scale, Timing, Publicity & Comms.

(iv) **Christmas Fayre/ Santa's Grotto**

Items to consider: Format, Staging, Entertainment, Location, Scale, Timing, Publicity & Comms.

(v) **Chairman's Carol Service**

Items to consider: Format, Staging, Entertainment, Scale, Timing, Publicity & Comms.

(vi) **Pantomime**

The Pantomime ran for two weeks in the lead up to Christmas. The first week was Matinee performances aimed at school bookings at 10 am with evening shows on Friday and Saturday. The second week was a traditional afternoon Matinee and evening performance, with a late Matinee on Christmas Eve as the Final show.

The income from ticket sales was £16,379 net after deduction of VAT. There was a further gross income £1229 on sales of programmes, merchandise and raffle tickets. The allocated budget for the Panto was £15,000 and the actual spend was £18,212. Therefore the net cost to the Council of staging the panto was £17,968, however these figures do not reflect takings through the bar and coffee

shop, ice creams and sweets which have been added to the takings for those cost centres. We also have some stock in hand for merchandise which can be sold at future events. Overall, the panto was cost neutral to the Town Council.

7 ESTABLISHMENT OF WORKING GROUPS

Full Council approved the following budget allocations at the Ordinary Meeting held on 20th December 2016. (*Minute #247 of 2016/17 refers*). Each event has been assigned a lead Officer(s) to deliver the events. It is **RECOMMENDED** that Committee appoints a lead member (or members) to liaise with the designated officers for oversight of each project.

Project	Budget Allocation	Lead Officer
Music Festival	£5,000	Lee Brannigan
Firework Festival	£15,000	James Harper
Christmas Festival	£10,000	James Harper/ Lee Brannigan
Play in the Park	£15,000	Nicola James
Armed Forces Day	£4,000	James Harper
Moria Con	£10,000	Nicola James
Community Newsletter	£15,000	Alan Shaw
A Year in Stanley	£6,250	Alan Shaw
Remembrance Services	£400	James Harper
Blue Plaque Scheme	£1200	James Harper

8 ASSET TRANSFER

At the Ordinary Council meeting held on 20th December 2016, the Town Council voted to pursue the asset transfer of the former Stanley Urban District Council Offices in Front Street (as a freehold acquisition) and the Annfield Plain Community Room (under asset transfer).

Committee is requested to **CONSIDER** the Comms strategy which should be followed in relation to these items and give some **DIRECTION** to the Town Clerk.

9 CIVIC HALL - MARKETING STRATEGY

The Town Clerk and the Events Manager will outline their preferred strategy for marketing the Civic Hall and the Coffee Shop in the coming year.

Committee is requested to **CONSIDER** the Comms strategy which should be followed in relation to these items and give some **DIRECTION** to the Town Clerk.

11 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 7th February 2017, 18.30 at the Civic Hall

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.