

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE
MALVERN TOWN COUNCIL**

held on Wednesday 25 April 2018

in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm

Councillors

Present

J Campbell (Chairman)
D Watkins
P Mewton
M Fletcher
J Thomas (substitute for H Campbell)

Absent

H Campbell (Apologies)
I Hopwood (Apologies)

In attendance

Linda Blake – Town Clerk
Dilys Watson – Events Coordinator
Cllr C Palmer - Mayor

50. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr I Hopwood and Cllr H Campbell. Cllr H Campbell had substituted Cllr J Thomas.

51. DECLARATIONS OF INTEREST

None.

PUBLIC PARTICIPATION

None.

52. HEALTH AND WELLBEING FAIR

Report EC01/18 was received.

The Committee discussed the current fee structure in place for exhibitors and felt that the fee is reasonable. The Chairman stated that set-up times and drop-off of equipment needed to be carefully controlled on the day. Officers agreed and will ensure a suitable timetable is put in place.

It was **NOTED** that the Events Coordinator needs to ensure that sufficient advertising is done before the event; flyers and posters should be taken to traders around the Town, and banners should be erected in appropriate locations such as on Belle Vue Island and at the entrance of Rose Bank Gardens.

53. ALTERNATIVE BANDS IN THE TOWN 2018

Report EC02/18 was received.

The Committee **RECOMMENDED** an entry fee of £2 should be charged for Alternative Band performances in The Cube, as this fee is low enough not to be restrictive, whilst still allowing for a controlled number of attendees.

The Committee raised concerns regarding control of under-age drinking. Since The Cube is staffing their bar on the evenings of performances, it was **AGREED** that the Events Coordinator should further meet with the Cube Manager to express concerns surrounding the sale of alcohol and to ensure that appropriate measures are put in place. An update will be provided at the next Council meeting.

It was **AGREED** that two Councillors should volunteer to be 'on duty' during performances in The Cube, as more stewarding would be required due to the nature of the venue and that there is a ticket price.

54. ART JAM

Report EC03/18 was received and noted.

The date for Art Jam is set to be 6-7 July 2018. The Cube is a possible venue for this, and the use of this space would be provided free of charge by the Cube Manager.

The Events Coordinator is meeting with artist and Malvern resident Marilyn Birks on Tuesday 1 May at 2.00 pm. Any interested Councillors are welcome to attend.

55. PARTNERSHIP CHARITY CHRISTMAS CONCERT 2018

Report EC04/18 was received.

Committee **AGREED** that a Partnership Charity Christmas Concert should be organised again for 2018.

Following feedback from the 2017 concert, the Committee **AGREED** to lower the ticket price to £5, and that children under 14 would be given free entry.

In place of wine, Committee **SUGGESTED** that cakes are provided in the style of afternoon tea. It was suggested that volunteers from the chosen Mayor's charity, alongside volunteers from the Brass Band and choir, assist fundraising by baking cakes which will then be sold for donations.

It was also **NOTED** that Officers would ensure that the Rock Choir and Brass Band are more proactive with the advertising and promotion of the Charity Concert.

56. VOLUNTEER TIMETABLE FOR EVENTS

The Committee requested that the volunteer timetable be circulated and completed digitally.

It was **AGREED** that an Excel spreadsheet should be circulated. Councillors should volunteer for their preferred events, or timeslots at events, in good time as allocations will be made on a first come, first served basis.

57. DATE AND TIME OF NEXT MEETING

There will be no further Events Committee meetings.

The meeting ended at 6.50 pm.

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(Chairman)

EVENT	WHEN		# VOLUNTEERS NEEDED	VOLUNTEERS
Alternative Bands in the Town	Sat 21 July	2.15pm - 4.30pm	1	
	Sat 28 July	6pm - 8.30pm	2	Cllr M Fletcher,
	Sat 4 August	2.15pm - 4.30pm	1	
	Sat 11 August	6pm - 8.30pm	2	Cllr C Palmer, Cllr D Watkins
	Sat 18 August	2.15pm - 4.30pm	1	
Bands in the Park	Sun 13 May	2pm - 4.30pm	1	Cllr P Mewton
	Sun 20 May	2pm - 4.30pm	1	Cllr C Palmer
	Sun 27 May	2pm - 4.30pm	1	Cllr N Morton
	Sun 3 June	2pm - 4.30pm	1	Cllr N Mills
	Sun 10 June	2pm - 4.30pm	1	Cllr S Charles
	Sun 17 June	2pm - 4.30pm	1	Cllr P Tuthill
	Sun 24 June	2pm - 4.30pm	1	
	Sun 1 July	2pm - 4.30pm	1	Cllr L Lambeth
	Sun 8 July	2pm - 4.30pm	1	Cllr H Campbell
	Sun 15 July	2pm - 4.30pm	1	Cllr J Cain
	Sun 22 July	2pm - 4.30pm	1	
	Sun 29 July	2pm - 4.30pm	1	
	Sun 12 August	2pm - 4.30pm	1	
	Sun 19 August	2pm - 4.30pm	1	Cllr L Lambeth
	Sun 26 August	2pm - 4.30pm	2	Cllr S Charles, Cllr N Morton
	Sun 2 September	2pm - 4.30pm	1	Cllr D Watkins
Sun 9 September	2pm - 4.30pm	1	Cllr P Tuthill	
Mayor's Bonanza	Sun 5 August	12.15pm - 2.30pm	3	
		2.30pm - 4pm	3	
		4pm - 5.30pm	2	
Outdoor Theatre: The Hound of the Baskervilles	Tue 4 September	6.30pm - 9pm	1	