



MINUTES OF A MEETING OF THE COUNCIL OF THE CITY OF RIPON EVENTS COMMITTEE

Date: Monday 1st July 2019

Time: 6:00pm

Location: The Council Chamber, Town Hall, Ripon, HG4 1DD

Present: Cllr A Williams (Chairman)
Cllr J Bate
Cllr C Davis (attended in substitution for Cllr Craggs)
Cllr C Hardisty
Cllr P McHardy (Vice Chairman)
Cllr S Martin

In attendance: Paula Benson, the Clerk
Emma Willbourn, Administration Assistant, taking notes
Canon Michael Gisbourn – Ripon Cathedral
Joe Priestley – Ripon Cathedral
Caroline Sullivan - Specsavers

07/19	To receive apologies and approve reasons for absence. Apologies were received from Cllrs Craggs and Parkin.		
08/19	To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) & to consider any written requests for dispensation. None.		
09/19	To approve the minutes of the previous meeting held on 19th June 2019. Cllr McHardy requested that the previous minutes be altered to show 8:30 and not 08:30. Cllr Williams requested that the previous minutes be altered to show that 03/19 he did not abstain from the vote. That with the above amendments the minutes be approved as a true and accurate record of proceedings. <table border="1" data-bbox="284 1462 1430 1503"><tr><td>Proposed – Cllr Williams</td><td>Seconded – Cllr Bate</td></tr></table> RESOLVED by a unanimous vote.	Proposed – Cllr Williams	Seconded – Cllr Bate
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10/19	To invite membership of the committee from non council members in line with the Terms of Reference of the Events Committee That 6 non-Council members are invited to the Events Committee and that representatives from the following organisations be invited to take part.		

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_____ Initialed Chairman

Ripon Museums
 Ripon Together
 Wakeman's Café
 Ripon Community Poppy Project
 Ripon Cathedral
 Specsavers

Cllr McHardy requested names of all in attendance: Caroline Sullivan, Ophthalmic Director – Specsavers, Joe Priestley – Ripon Cathedral, Cllr Martin also representing Ripon Community Poppy project, Canon Michael Gisbourn – Ripon Cathedral.

Note invites for non council members are not person specific but refer to one representative from each organisation.

Proposed – Cllr Williams	Seconded – Cllr McHardy
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RESOLVED by a unanimous show of hands.

11/19 To receive an update on the August Bank Holiday event if appropriate and to agree appropriate action.

No update received yet from GEM. As soon as this is received it will be circulated prior to the next meeting on 15 July. Confirmation that GEM have been given permission to book acts with the same parameters as the TdY.

Proposed – Cllr Williams	Seconded – Cllr McHardy
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RESOLVED by a unanimous show of hands.

12/19 To receive an update on the UCI event if appropriate and to agree appropriate action. To be updated.

Roads to remain open, other than Market Place South.

Entertainment on the square:

Mayor's charity stall to be booked – action GEM Events
 BMX Stunt bikes to be explored – action GEM Events
 Kidzone – for younger children Northern half of the square on the Friday
 Fanzone broader range of activities
 Best decorated bike competition suggested.
 Mobile circus – Cllr Craggs supplied details – GEM Events to follow up.
 Petting zoo and donkeys etc on Spa Park suggested.
 Caroline Bentham of Sun Parlour Café to be invited to join the committee as a representative of the business community.
 Request to use Spa Gardens for this event – action GEM Events
 Joe Priestley advised that a Mini Fan Zone would take place on the Cathedral forecourt, Pennine Events are dealing with the Cathedral directly and will be establishing their event during the week.
 Deer Park request for Artisan Market discussed. Cllr Williams is meeting with the Dean later this week when an answer on the use of the Deer Park is expected.
 Cllr Bate suggested that the Doctor's car park is used for the Artisan Market. Cllr Williams suggested that this might be utilised as additional car parking.
 Cllr McHardy suggested the Morris Dancers are asked to attend.
 Ripon City Band – Sunday afternoon Yorkshire Brass Band Concert.
 Face painter suggested.
 RFS to be offered a free advert on the big screen, advise Jackie Crozier.

13/19

To consider and agree the terms of sponsorship opportunities at Ripon City Council events.

Opportunity to be a main day sponsor for the whole day or sponsoring firework display, flags for the Last Night of the Proms.

Pricing for sponsorship:

£2,500 Saturday including the supply of branded union flags for the Last Night of the Proms,

£2,000 Sunday;

£1,500 for Friday afternoon;

£5,000 for the whole event.

Supply and issue branded flags, paying a premium for involvement.

Opportunity for handing out marketing bags etc.

Cllr Martin advised that there is some commercial sensitivity around advertising on the route space and the UCI as an organisation. Conversation with HBC, John McGivern. Cllr Williams, RCC are offering the sponsorship of our fanzone. Clerk to write.

Caroline suggested that as well as sponsoring an event a donation is made towards a charity or fundraising appeal.

Main sponsorship deal discussed – advertise for sponsorship with a cut off date.

Fireworks (£1,000).

Event sponsors reserved a space on the square, marketing but not selling.

Letter to all local businesses week commencing 8th July – distributed by members with further afield businesses being posted.

Letter on notice boards looking for sponsorship.

Proposed – Cllr Williams	Seconded – Cllr Davis
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RESOLVED by a unanimous show of hands.

14/19

To consider the following events and agree appropriate action:

Christmas Market

Formal instructions to GEM required to allow this to proceed – 7th and 8th December 2019.

Christmas Lights Switch on event, date of 23rd November 2019 noted.

Noted that Ripon Together are pulling a schedule of Christmas events together.

GEM Events’ management fee is the only expenditure anticipated with market being self-funding apart from a small sum for street entertainment. Max expenditure £4,000.

RCC sound system to be utilised

Proposed – Cllr Williams	Seconded – Cllr McHardy
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RESOLVED by a unanimous show of hands.

1940s Weekend Event 2020

Agreement to instruct GEM to arrange this event in principle with costings and format to be

	<p>returned to this committee for approval.</p> <p>Noted that the weekend is the weekend of 21 Engineer Freedom event and Mayoral Installation. Cllr Martin advised that the Poppy Project will be hosting a concert in the Cathedral on that weekend.</p> <p>Joe Priestley advised that the Cathedral beer festival will take place on the Friday.</p> <p>Ripon Races evening meeting on Friday.</p> <p>21 Engineer Freedom on Market Place on Saturday with 1940s weekend in the Spa Gardens. 1940s in the square on Friday decanted to Spa Park. Mayoral installation on Sunday.</p> <p>Flypast discussed – request Cllr Chambers to help.</p> <table border="1" data-bbox="252 555 1396 595"> <tr> <td data-bbox="252 555 823 595">Proposed – Cllr Williams</td> <td data-bbox="828 555 1396 595">Seconded – Cllr Hardisty</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Williams	Seconded – Cllr Hardisty
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15/19	<p>To note the date and time of the next meeting of the Events Committee – 15th July 2019 at 7pm.</p> <p>Another public meeting will be held at 6pm on 15th July 2019.</p>		

With business concluded the meeting was closed at 7.37pm.

These minutes were recorded and prepared by Paula Benson, Clerk to the City Council.

SIGNED

DATE

Chairman