



COUNCIL OF THE CITY OF RIPON

MINUTES OF A MEETING OF THE EVENTS COMMITTEE

Date: Monday 24th February 2020
Time: 6:00 pm
Location: The Council Chamber, Town Hall, Ripon

Present Cllr A Williams (Chairman)
 Cllr P McHardy
 Cllr S Martin
 Cllr C Davis
 Cllr C Hardisty
 Cllr E Parkin, The Right Worshipful the Mayor (ex-officio)

In Attendance H Barker representing Ripon Community Poppy Project; S Hewitt representing Ripon Together, J Sahi representing Royal British Legion.
 P M Benson, Clerk to the Council

11-20	<p>To receive apologies and accept reasons for absence.</p> <p>Apologies were received from Cllr Hawke, reasons for absence were not approved.</p> <p>It was noted that Helen Thornton, Ripon Museums Trust had advised that she was unable to attend</p>				
12-20	<p>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.</p> <p>None.</p>				
13-20	<p>To approve the minutes of the previous meeting held on 27th January 2020.</p> <p>That these be approved as a true and accurate record of proceedings.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Proposed – Cllr Martin</td> <td style="width: 50%;">Seconded – Cllr Davis</td> </tr> <tr> <td colspan="2">RESOLVED by a unanimous show of hands.</td> </tr> </table>	Proposed – Cllr Martin	Seconded – Cllr Davis	RESOLVED by a unanimous show of hands.	
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14-20	<p>To consider events around VE Weekend and agree appropriate action.</p> <p>Clerk to continue to progress the elements of the 3pm service, three enquiries for a piper and bugler have been made with one looking promising. J Sahi, RBL to confirm the arrangements made with the ATC to the Clerk to ensure that they can be incorporated into the event plan. RCC to organise all other elements of the 3pm element. Clerk to check with Ripon Cathedral and/or Lord Lieutenant’s office to establish whether Ripon will have a flypast. Timing of the installation of the stage was discussed with 4pm decided upon, after the 3pm element. Dean John or another Civic guest to be asked to read the proclamation.</p> <p>Clerk to source a second face painter.</p> <p>That 6 no. stewards are engaged at the event on Spa Park on Sunday 10th May 2020.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Proposed – Cllr Williams</td> <td style="width: 50%;">Seconded – Cllr Davis</td> </tr> <tr> <td colspan="2">RESOLVED by a unanimous show of hands.</td> </tr> </table> <p>Cllr Williams suggested that a bench be commissioned to mark the occasion. Cllr McHardy suggested that a handkerchief tree be planted. It was agreed that these suggestions would be</p>	Proposed – Cllr Williams	Seconded – Cllr Davis	RESOLVED by a unanimous show of hands.	
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	put to Full Council for a resolution on 9 th March 2020.		
15-20	<p>To consider the following:</p> <p>1. Flags and Bunting;</p> <p>That bunting to the value of £1,600 be purchased from Flying Colours. Hazel Barker advised that Ripon Community Poppy Project had led on putting up bunting etc in recent years, agreed that Hazel would liaise with RCPP to establish whether they could undertake to put up the bunting.</p> <p>That 5000 rectangular flags on wooden sticks be purchased from Flying Colours at a cost of £1,200 with the Union Jack on one side and Ripon City Council's logo 'VE Day 75th Anniversary on the reverse.</p> <p>Agreed that an appropriate cherry picker is hired by RCC to assist in tis matter.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Proposed – Cllr McHardy</td> <td style="width: 50%;">Seconded – Cllr Davis</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p>2. Promotional materials and distribution.</p> <p>It was noted that this matter would need to be referred to Full Council for a resolution.</p>	Proposed – Cllr McHardy	Seconded – Cllr Davis
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15-20	<p>To receive an update on the following events and agree appropriate action:</p> <p>1. Easter Monday Funfair on the Market Square;</p> <p>It was noted that three fairground rides have been booked and the event management plan submitted to HBC.</p> <p>2. Spring Bank Holiday Funfair on the Market Square;</p> <p>It was noted that the square had been booked for this event.</p> <p>3. St Wilfrids Parade/Yorkshire Day 2020.</p> <p>Cllr Williams advised that he was due to attend a meeting of the St Wilfrid's Parade Committee the following evening to discuss how RCC can help to make the event a success. The engagement of Andy Langford, CTM, as event manager was discussed and it was suggested that Andy is engaged to write the event management plan as well as being present on the day.</p> <p>Cllr Martin declared an interest in this matter as someone who has undertaken work for CTM.</p> <p>Cllr McHardy and the Clerk to attend the St Wilfrid's Parade Committee meeting if possible.</p> <p>It was noted that this matter would need to be referred to Full Council.</p>		
15-20	<p>To receive an update on negotiations with HBC if appropriate.</p> <p>The Clerk advised that an update would follow once a meeting had taken place with HBC.</p>		
16-20	<p>To note the date and time of the next meeting of the Events Committee.</p> <p>16th March 2020 at 6:15pm</p>		

With business concluded the meeting was closed at 7:40pm.

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

SIGNED _____

DATE _____

Chairman

