

RAUNDS TOWN COUNCIL**EVENTS COMMITTEE****Minutes: 5 November 2024 Time 7.30pm****PRESENT**

Cllr A Fernley (Chairman), Cllr P Byrne, Cllr M Levell, Cllr R Levell and Cllr L Wilkes.

IN ATTENDANCE

Steve Tucker, Town Clerk
Nicola Joy, Assistant Clerk (Minutes)

EC31.24 To Receive Apologies for Absence.

Apologies were received from Cllr O Curtis.

EC32.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received.

EC33.24 Notification of members questions in compliance with the councils standing orders.

None received.

EC34.24 Declarations of Interest.

COMMITTEE MEMBERS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.

None.

EC35.24 Minutes: To confirm the minutes of the Events Committee meeting held 3rd September 2024. (Copy via link)

RESOLVED to confirm the minutes of the Events Committee meeting held on Tuesday 3rd September 2024 as a true record.

EC36.24 Remembrance Sunday: To review plans for Remembrance Sunday on Sunday 10th November 2024.

The Committee were updated on the arrangements for Remembrance Sunday and reviewed the project planner. Members were informed that all necessary arrangements were in place.

Initial _____

RESOLVED to note the project planner.

EC37.24 Christmas Market & Lights Switch-on: To review plans for the Christmas Market & Lights Switch-on on Sunday 24th November 2024.

The Committee were updated on the arrangements for the Christmas Market & Lights Switch-on and reviewed the project planner and event management plan for the day.

Members were informed that unfortunately the Raunds Temperance Band were not available to perform, therefore a solo singer had been booked to sing in Santa's Parade and perform on stage.

Pitches for the Christmas Market were now fully booked and the Christmas trees were scheduled for installation on Tuesday 12th November 2024.

RESOLVED to note the project planner and event management plan.

EC38.24 VE Day 80: To review plans to mark the 80th Anniversary of VE Day on Thursday 8th May 2025.

The Committee reviewed the budget sheet and draft plan for the day which included the following:

9am - Official VE Day Flag raising ceremony (Town Hall)
Refreshments served in the Chamber.

6.30pm – “Ringing out in celebration of peace” St Peter’s Church Bell Ringers

Street Party Event (Town Square)

7pm – 7.15pm – Welcome from the Mayor and prayer from the clergy

7.10pm – 7.30pm Collaborative performance from local schools

7.30pm – 8.15pm – Vintage Singers

8.15pm – 8.45pm – Performance from local choirs

8.45pm – 9.30pm – Vintage Singers

9.30pm - Lighting of the Beacon at the end of the Street Party event. (Town Square)

“The Tribute” by the Mayor

Choirs to sing “I vow to Thee my Country”

RESOLVED

- (i) To note the project budget sheet and draft plan for the day.
- (ii) To contact Raunds WI to ask if they would like to help serve refreshments.
- (iii) To sing the National Anthem at the conclusion of the event.
- (iv) To advertise a ‘save the date’ for the event on the Council’s social media channels.

Initial _____

EC39.24 Budget for 2025/26: To set the Events Committee fees and budget for the next financial year.

The Committee noted the resolution from Finance Committee at its meeting on 24 September 2024, advising Committees to aim for a 0% increase in their budgets for 2025/26, to be achieved by a thorough review of income and expenditure and setting appropriate fees and charges.

Members reviewed the current budget, along with the event pitch fees.

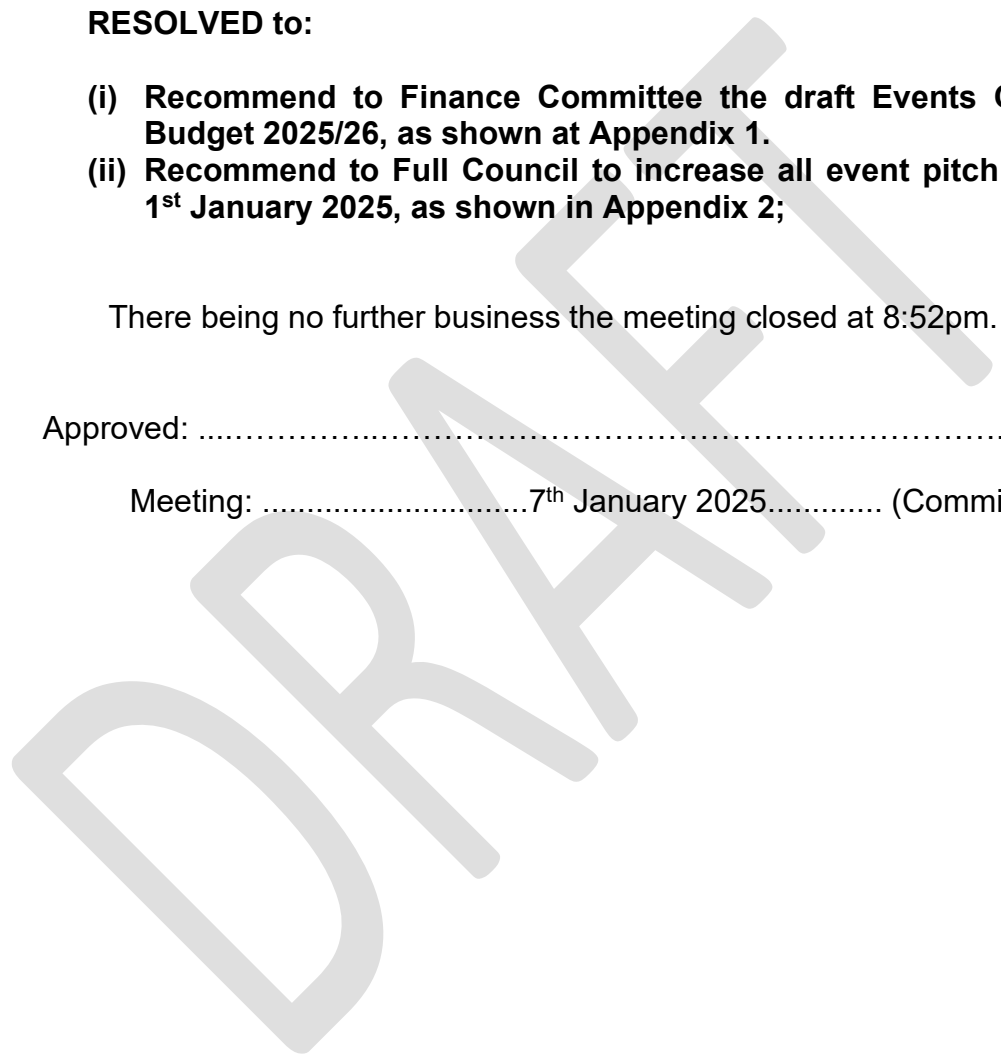
RESOLVED to:

- (i) Recommend to Finance Committee the draft Events Committee Budget 2025/26, as shown at Appendix 1.**
- (ii) Recommend to Full Council to increase all event pitch fees from 1st January 2025, as shown in Appendix 2;**

There being no further business the meeting closed at 8:52pm.

Approved: (Chairman)

Meeting:7th January 2025..... (Committee)



Appendix 1

Raunds Town Council - Events Committee Budget 2025/2026				
280 Tourism & Entertainment	Budget 2024/25	Actual YTD	Budget 2025/26	
4405 Equipment	600	497	600	
4905 Christmas: Trees (Square/TH)	2,200	2,125	2,250	
4910 Christmas Lights - Contractor base fee	21,804	21,804	21,804	Fixed price - 3 year contract
4932 Christmas Lights - Extra works/repairs	8,500	8,311	7,250	
4915 Christmas Lights Switch On event	10,000	9,810	11,000	
4917 Halloween	700	488	700	
4922 Remembrance Sunday	1,150	784	1,150	
4923 Other Events	3,000	828	5,000	VE DAY 80 & Skate Park
4924 Events contingency	1,150	460	0	
4926 Mayors Show	10,000	10,001	11,000	
4927 Summer Picnic	8,000	9,344	7,000	
XXXX Children's Christmas Light			1,250	
4931 Santa on a Tractor	1,575	1,568	1,575	
Total Expenditure	£68,679	£66,020	£70,579	
Income				
Events Income and Sponsorship	500	3,152	£2,500	
Christmas Sponsorship Income	0	800	£0	
Total Income	£500	£3,952	£2,500	
Expenditure Minus Income	£68,179	£62,068	£68,079	
Net Budgeted Cost			£68,079	
Budget 2024/25			£68,179	
Percentage Increase			-0.15%	

Initial _____

Appendix 2

EVENT STALL HOLDERS PITCH FEES 2022 2024

Stall holders selling products (i.e.: craft stalls, cake stalls, retail products)

Pitch Fee

3m x 3m - £25 **£30**

6m x 3m - £35 **£40**

9m x 3m - £45 **£50**

Food and Drink Stalls

Pitch Fee £75 **£90**

Bar £200 **£225**

Charity, Fundraising and **Information** Stalls

Pitch Fee

3m x 3m - £5 **£8**

6m x 3m pitch - £10 **£13**

~~Information/Demonstration Stalls~~

Pitch Fee

~~3m x 3m - £5~~

~~6m x 3m pitch - £10~~