

REPORT OF EVENTS GROUP MEETING
Monday 5th December 2016

PRESENT Cllr Mrs J McGee (Chair), Cllr Mrs E Burt, Cllr A Reid, Cllr E Dobson, Richard Hunter (Run Northumberland), Richard Whinney, Sarah Eden

Cllr Mrs J McGee welcomed members and Richard Hunters and apologies were noted for Cllr Mrs N McGee and Amy Maughan (SCA).

1. Feedback on SCA Prudhoe Miners Race

Comments	Action Required
<p>Richard Hunter reported that the number of entries for the 10km has increased each year 110/154/135/158. There is a wave of runners who apply for the entire Run Northumberland series and may not compete on the day. Ratio of club runners to local people is 20:80.</p> <p>Sunday is a busier day for people and there is competition more from other races at weekends, especially in September. Prudhoe Park Run is achieving 150-200 runners every Saturday, but traditionally Saturdays are easier to fill.</p> <p>Sarah mentioned that some Stocksfield Striders preferred other runs as there were end products, coffee and bacon sandwich. It was agreed that this was not something that was thought would be popular.</p>	<p>It was AGREED to change the date of the race to Sunday 1st October.</p> <p>Notify Town-Twinning of change of date.</p>
<p>Richard Hunter reported that numbers in the Junior and Mini-Run have increased from 115 in 2015 to 130 in 2016 but that this was most definitely the Mini-Run at 1.5km that was attracting most entries. It was discussed that the Junior Run was most likely to attract club runners and Richard Hunter confirmed that other 3km races did not attract high numbers as young people 12 and over were often doing other things, football, dance, etc. Sarah advised that 10 young people from each of the counties middle schools would be competing in a 3km Cross County that day so the distance should not be an issue. It was agreed that Highfield Middle was well represented but Prudhoe Community High School was not.</p> <p>Richard H mentioned that the school incentive had worked. Sarah thought that it had not been agreed in 2016. It was confirmed that £250 was the incentive for the highest % of pupils per roll and this should be awarded.</p>	<p>It was AGREED to use Sports Leaders to promote the race, especially at PCHS.</p> <p>It was AGREED to launch the race in schools.</p> <p>It was AGREED to look into having 'Team Entries'</p> <p>It was AGREED to ensure £250 was allocated form the 2016/17 budget and to calculate and award the winning school.</p>
<p>Richard Whinney discussed that publicity was improved by having the dedicated Miners Race Facebook page. Richard Hunter offered that a higher profile race launch worked well in previous years but had not been done in 2016. Cllr Reid said the coverage in the Evening Chronicle after the event was really good.</p> <p>The support of Amy Maughan was welcomed and commended in terms of publicity and help on the day of the race.</p>	<p>It was AGREED that the race should be launched after Easter and there should be efforts to link with Duke of Edinburgh awards scheme.</p> <p>It was AGREED the council would purchase x3 vinyl banners and ask if Waterworld would have one on the side of their building.</p>

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<p>Richard Whinney detailed that the marshal briefing and information given out to marshals was much better and worked well. It was discussed that setting up at the Riverside was quite chaotic as no-one knew who was doing what, although it worked out in the end. Cllr McGee stated that unfortunately she was not there and would have managed the registration as in previous years. Richard Hunter said that it would be preferable to have more people available for set up jobs.</p>	<p>It was AGREED that set-up jobs should be agreed/communicated in advance of the day and registration should be separate to start/finish.</p> <p>It was AGREED that fluorescent signage should be used to direct the public and barriers hired.</p>
<p>With respect the allocation of responsibilities the following was confirmed: Run Northumberland – licenses, road closure, SAG, first aid, t-shirts, goody-bags, timing and results, entries, start/finish, registration set-up Town Council – Marshals, Publicity, Coach Hire, hospitality issues, i.e. catering/WC, barriers for registration/finish line.</p>	<p>It was AGREED to contact volunteers in a more timely manner, especially Army and Air Cadets</p>
<p>The accuracy of results was discussed; Richard Hunter identified that it was more difficult when entries were taken on the day, but that they did not want to deter people from entering on the day, but encourage entries beforehand.</p>	<p>It was AGREED that the Town Council would be sent a website link to results rather than a document requiring up-load, this would avoid duplication when amendments were necessary.</p>
<p>The presentation of an annual shield in the adult race was discussed, specifically that it is difficult giving out shield and getting it back to update, therefore not many annual updates have been achieved.</p>	<p>It was AGREED to cease awarding a winners shield.</p>
<p>The presentation of children’s trophies was discussed and the feedback from a parent who questioned the website information that related to winners in different age categories to those awarded trophies in the 3km race.</p>	<p>It was AGREED to continue to award 1st, 2nd and 3rd Place in the 3km and the 1.5km for girls and boys but to add a first place trophy for the under 17 winner in the 3km and the under 15 winner in the 3km.</p>
<p>Cllr Burt reported that some adult runners mentioned that they would prefer a medal rather than a t-shirt. Richard Hunter confirmed that this was often the case and they could present cast medals specifically designed for the SCA Miners Race.</p>	<p>It was AGREED to contact SCA to recommend that medals would be preferred by participants and to see how they would feel about this, with SCA branded and coloured ribbon.</p>
<p>Improvements were discussed.</p>	<p>In addition to the above actions it was AGREED to look into toilets at the start and the finish and that if the Riverside Café was not open to ask a catering van to attend.</p>

Richard Hunter left the meeting.

2. Feedback on Kite Festival (brought forward from meeting in September)

It was AGREED to receive the feedback report (*Appendix a*). It was discussed that although those who attended the Kite Festival were very enthusiastic about it, there were very few attending, especially on the Saturday.

It was AGREED that the council should not look at an alternative organiser for the Kite Festival and that 2016 was the last, as publicity had indicated.

It was AGREED to look into an alternative event that would appeal to a wider audience and the more senior members of the community. Cllr Mrs Burt favoured a Bonfire/Fireworks display; Cllr Mrs McGee suggested a tea-dance and Sarah offered that the council could support a film/cream tea event at the Fuse. **It was AGREED** to investigate an alternative event and ask the Over 50's Forum and U3A for feedback.

With respect to the Rainbow Delta Kites that the council bought for £100 in 2013, **it was AGREED** to advise that the Kite Club could keep them and suggest they make a donation to charity in view of this.

3. 2016/17 Spending

Cllrs were pleased that events spending was within budget as the purchase of Walkie-Talkies had been moved into Town Council Development along with advertising costs for the Prudhoe Market.

4. 2017/18 Budget

It was AGREED to propose that the budget for events remains at £8,800.

5. Christmas Lights Contract

It was AGREED to request that Christmas Plus quote to store the Christmas Lights following their removal, until the start of the new contract in April.

The Christmas lights contract was discussed in detail and **it was AGREED** to add a notice for a 'Future Opportunity' on the Government's Contracts Finder with details of current lights inventory and specification (attached b). It was discussed that interested contractors could view the future contract and would have the opportunity to visit the town whilst the lights are on display. The contract will become open to tenders in January, with a contract start date of 1st April 2017, for a 3 year term, ending on 31st March 2020.

The meeting ended at 12:30pm.

Appendix a)

Report on Highfield Park Kite Festival: 13th & 14th August 2016**Positives**

1. Yet again those who attended the Kite Festival enjoyed the event.
2. There are more elderly residents attend than Highfield Fest, but still the demographic is families.
3. The play areas were well used both days.
4. Due to there being fewer 'professional displays' there was more opportunity for members of the public to enjoy flying the council's rainbow delta kites.
5. Two local good causes; 'Red Brick Mini Bus Fund' and 'Boxer Rescue' were able to attend and made approximately £300 each towards their funds.
6. The Town Council received good PR for putting the event on.
7. Flyers to promote the event that were delivered in Prudhoe, Stocksfield, Ovingham, Ovington and Wylam also promoted the SCA Miner's Race.
8. John Robson, Ken Stow, Ian Lowery and Joe Ridley were a great help.

Negatives

1. Very poor communication with John Dobson prior to the event, probably in view that he said it would be his last event in Prudhoe.
2. Prudhoe Air Cadets cancelled marshalling car-parking at the last minute.
3. Caterers were unable to attend but this proved a gift for 'good causes'.
4. Turners' Fun Fair brought fewer attractions; only one small ride.
5. Not as many professional kite displays as in previous years.
6. The Teddy Bear drop was cancelled.
7. Attendance on Saturday less than 200 (estimate).
8. Attendance on Sunday less than 400 (estimate).
9. Publicity was more costly (although greater) as the event was out of term-time and therefore we could not use 'home to school' bags to communicate.

EXPENSES		INCOME	
Flyers Fee - John Dobson	250.00	Turner's	200.00
Flyers Fee - Malcolm Goodman	100.00	Rea's Ices	25.00
Flyers Fee - Herrington Kite Club	150.00		
Flyers Fee - John Whymark	75.00		
Flyers Fee - John Savage	75.00		
Flyers Fee - Vanessa Potts	150.00		
Flyers Fee - Arthur Pallas	50.00		
Flyers Fee - Alan Poxon	50.00		
Nixon Hire - WC for Kite Festival	150.00		
Accent Distribution - Kite Fest/Miners Race leaflet @50%	309.00		
Team Valley printers - Kite/Miners Race Flyers printed @50%	112.50		
Hotel Rooms for Flyers	240.00		
	1711.50		225.00
NET COST 1486.50		(£1,628 last year)	

This compares with NET Costs for Highfield Fest of £2,500, (£2,400 last year).

Action Required

- Do the Council wish to continue with Kite Festival in 2017 as another Professional Flyer would be willing to help organise one.
- If the Council do not wish to hold another Kite Festival, what would they accept as payment for the Rainbow Delta Kites? They cost £100 for 25 in 2013. Or would you prefer they were returned to give away within the community, bearing in mind they are a little battered now following their use over 3 years?

Appendix b)

CHRISTMAS LIGHTS INVENTORY AND SPECIFICATION: CONTRACT FOR SERVICES 2017/2020

The successful contractor will be required to collect and store the lights from April 2017. During this time they should be fully tested and ready to be installed prior to the Christmas Lights switch-on which is usually on the last Friday of November each year.

This is a 3 year contract for which the successful contractor will be required to dismantle the lights each January and store them until the end of the contract; 31st March 2020.

Contractors are expected to include within their tender all costs associated with installation, dismantling, testing and programming. Any repairs or additional lights required would be quoted and costs approved prior to being carried out/purchased.

Contractors are expected to be able to attend promptly in the event of a fault, or damage occurring during the display period.

Contractors are expected to attend the lights switch-on event where possible.

Item	Location	Quantity and Specification
Artificial trees	Either side of Front Street eastwards from junction with Station Road / Oakfield Terrace	Around 17 no. trees Per tree: 100 no. 230V 'pea' LED light set (Red/White/Blue/Green) and commando plug: fixed onto galvanised brackets located above shop units
Wall-mounted displays	Either side of Front Street eastwards from junction with Station Road / Oakfield Terrace	17 no. displays, 2 metres high x 0.65 – 0.8 metres wide (9 x 'Holly' and 8 x 'Bell'), mounted on wall brackets (locations as per schedule)
Factory Shop fascia wall-mounted displays	Across upper floor of the shop	4 no. individual displays approx 2 metres x 0.6 metres, (2 x 'Candle' and 2 x 'Star'), mounted on wall brackets
Cross street festoons	Locations across Front Street	5 no. festoons Lightweight lighting displays, each with two rows of festoon totalling approx 100 no. multicoloured LED long life 1.2W bulbs, at separate locations (listed in schedule) across Front Street, with 3 no. of these festoons <i>additionally</i> carrying 6 BC adapter snowflake displays. Power taken from commando sockets located above shop units
"Merry Christmas From Prudhoe" sign, with additional festoon enhancing display	Across the front of the Glade, display reading from the roadside	1 no. display with 1 no. additional two-row festoon (approx 50 no. multicoloured LED long life 1.2W bulbs on festoon). Power taken from commando socket above Corner Café
Sleigh & Reindeer	West Wylam Inn – east gable end	1 no. sleigh and reindeer silhouette
Waving Santa	West Wylam garage – east end	1 no. waving Santa silhouette

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Large green displays with white lighting	Either side of the Glade, one on east side (Corner Café), the other on the west side (A McGee DIY)	2 no. double swag 7m x 2.2m displays with LED 230V WHITE minibulbs Garlands hung with chemical bolts and heavy duty wire cable. Power taken from commando sockets on respective shop units
Displays on trees (east end)	At Road Ends, opposite Doctor Syntax pub	2 no. trees comprising 100 no. (10 sets of 10) 24v 0.8w white LED minibulbs, connected to supply pillar via 100va LED Type Toroidal transformer 24 Volt DC. These displays remain <i>in situ</i> throughout the year
Displays on trees (The Glade)	The Glade	7 no. trees comprising 56 sets of 10m light strings OSLS1024W including transformers. These displays remain <i>in situ</i> throughout the year.
Displays on trees (Mickley Square)	Mickley Square	7 no. trees comprising 32 sets of 10m light strings OSLS1024W including transformers. These displays remain <i>in situ</i> throughout the year
'Live' Christmas tree	The Glade, in mounting in centre of triangular bed adjacent to sculpture	1 no. tree approx 5 metres in height to be supplied by PTC Tree mounted in 30" metal sheath in concrete base under soil 24 x 10 metre strings 24v static, multi-coloured LED lights to be installed on tree 2 no. transformers Power taken from PTC-owned electricity supply installed on the Glade, with undergrounded cabling to edge of 'step' located towards front of the Glade. Contractor to conduit power supply along face of 'step' into base of tree mounting. Conduit to be removed when displays dismantled.
2ND Live Christmas Tree	Parish Hall, in gated area on hard standing.	8 x 10 metre strings 24v static, multi-coloured LED lights to be installed on tree
Curtain of white lights	Across the front of the Glade, between Frank's Carpets and Corner Cafe	White LED ceiling of light @ 20 metres x 8 metres, plus ancillary fittings (wire rope and fixings)
Line of festoon lights	Between Frank's Carpets and Windsor Bakery	1 no. line of lights on 20 metres single-row swagged festoon 2 no. multicoloured LED long life 1.2W bulbs <i>per metre</i> of festoon Power taken from power box on west elevation of Frank's Carpets
Line of festoon lights	On hanging basket stands along Front Street West	1 no. line of lights on 100 metre single-row festoon 1 no. multicoloured LED long life 1.2W bulb <i>per metre</i> of festoon 6 no. hanging basket trees plus temporary mounting pole in centre of row (located on pedestrian traffic light standard) to carry festoon across double gap between trees Permanent power source for display from Parish Hall
3D globes	On hanging basket stands along Front Street West	12 no. globes 300mm diameter (4 each red, gold, and green) mounted 2 per tree. Globes are frames for the lights.