

Minutes of the Yarm Town Council Leisure & Culture
Committee held at

The Fellowship Hall (side entrance)

West Street, Yarm TS15 9BT.

Date: Tuesday 28th February 2023

Time: 6pm

Members of the public were invited to
attend the meeting

COVID Guidance at the time applied.

Juliet Johnson, Proper Officer to YTC



Yarm Town Council
Town Hall
High Street
Yarm
TS15 9AH

In accordance with the Openness of Local Government Bodies Regulations 2014, photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted; the Chair will notify those present of this at the start of the meeting and ask whether they agree to be filmed, recorded or photographed

YARM TOWN COUNCIL

LEISURE & CULTURE COMMITTEE

MINUTES

PRESENT (Leisure & Culture Committee): Other Councillors Present:

Cllr Pam Smailes - Chair of L&C Cllr Philip Addison

Cllr Peter Monck Cllr Robert Wegg

Cllr Barbara Wegg

Clerk / Proper Officer & Glen Layfield (Boss Events)

1.0 Notice of Meeting - to confirm public notice of the meeting has been given in accordance with schedule 12, paragraph 10 (2) of the LGA 1972.

2.0 To appoint a Chairman in the absence of the Chair - N/A

3.0 Apologies for Absence - None received.

4.0 Code of Conduct | Declaration of Interest | Dispensation

- a) To record declarations of interest from members of any item to be discussed
- b) To consider, vote upon and record any requests for dispensation

4.1 No declarations of interest or requests for dispensation were received.

5.0 Items of Business -

Planning for the Community Fun Day celebrating the Coronation of His Majesty King Charles III - 12 - 4pm, 8th May

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 – section 100A(4), members of the public (other than those prohibited from doing so) are entitled to attend this meeting and/or have access to the agenda

2023, Willey Flatts field.

[the agenda circulated was not used: 5.1 Fundraising & Budget; 5.2 Site Plan & Infrastructure; 5.3 Programme: Activities, Displays & Performances; 5.4 Partners / Organisations Involved (any in addition to those referenced in the above item); 5.5 Risk Assessment & Event Plan - ISAG Submission (progress on Boss Events 'matrix of event requirements') ; 5.6 Roles & Responsibilities; 5.7 Communications, Advertising and PR; 5.8 Summary of Milestones and Timeline]

A discussion was held regarding arrangements put in place by the Coronation Community Fun Day working group and actions yet to be taken as follows

- **Glen Layfield (GL)** presented a summary of the site plan and circulated a copy, including best positions (assuming reasonable weather and a pleasant day) for all activities, programme, necessary infrastructure and including best access and egress. **(DOCUMENT REFERS - Site Plan)**. Hard standing areas would accommodate e.g. catering and toilets. An area for picnic and barrel tables has been allocated (barrel tables have poles between which the schools designed bunting can be hung). The plan can be amended if the weather is wet e.g. to relocate the fair rides onto firmer ground.
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- **GL** briefed the meeting that Stockton Borough Council (SBC) would be providing a blanket TTRO (as they do for Remembrance Sunday).
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- **Cllr Smailes** queried the plan in terms of the existing goal posts needing to be used by Yarm and SBC football team activity providers. **GL** advised that this was a key central area for other activities (there also being a health and safety issue for surrounding activities if these were used and recommended use of alternative goal posts away from the central area of the site (@ NE area of the plan).
- **ACTION: GL** queried what times the football activities would be on - **TBC (Cllr Smailes)**.
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- **Cllr Smailes** confirmed that all the charity people were attending. **Cllr BWegg** confirmed this included the Guides. -
- **Cllr Smailes** confirmed that a climbing wall had not yet been confirmed and she had put in a request with a range of uniform organisations. **The Clerk** offered to speak with a contact at the Fire Service but **Cllr Smailes** confirmed she had already spoken to the Inspector so this wasn't needed.
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- **Cllr Monck** stated that stall holders parking could be at Layfield School rather than where **GL** had allocated. **GL** clarified the reasoning for the location he'd suggested which assisted stall holders and easy access/egress. -
- **ACTION: Cllr BWegg** suggested **Cllr Smailes** call Click and Climb in Middlesbrough for a mobile climbing wall. -
- **Cllr Monck** asked about power for the generator. **GL** explained the arrangement.
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- **Cllr Smailes** stated that Little Sprouts have confirmed their food demonstration event and emphasised the need for people attending to bring food donations.
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- **Cllr Monck** asked about the moving of the folding chairs from the allotment hut. **GL** confirmed that his team is doing this.
- **ACTION: GL** asked how many gazebos are needed, confirmed they are 3mx3m and cost £60 each. **Cllr Smailes** asked for a reduction - **GL** confirmed that £60 already represented a 50% reduction.

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- **Cllr Smailes** requested gazebos for people to sit in. **GL** confirmed that this was not a normal use (i.e gazebos not the same as marquees) but could be done. A suggestion was made that these gazebos should be placed in front of the stage; **GL** advised against this as this would block view for the rest of the site and suggested a position to the sides (essentially for shelter if needed).
- **GL** confirmed that the refreshment gazebo area he knew of was x2 (i.e. 6m x 6m).
- **GL** confirmed that the stage area was not gazebos but a 5m x 5m pagoda.
- **GL** requested the number of gazebos required; the meeting discussed this:
 - RBL and one other charity (?) are bringing their own gazebos
 - Including a green room area for performers, the refreshment tent and another 3, **the total of gazebos required is 11 (£660 rather than 10/£600 budgeted for).**

- **Cllr Smailes** stated that those running a tombola didn't need a charity collection licence as they were selling something. - The football activities organisers would be making a small charge and keeping anything they take. - Those running the bouncy castle would be making a small charge and keeping anything they take. - The refreshment tent would be collecting tips and that anything made would go to YTC Charity of the Year (Corner House). - **GL** confirmed that 31st March is the final opportunity to submit the ISAG documents:

ACTION - all plans / documents listed on the event matrix for all activities need to be with GL by 17th March.

- **GL** went through numbers of stewards and staff (5) within his team he is bringing (including programme manager) + SIA stewards required if a bar is to be on site ? Confirmed that The Keys are bringing a bar and keeping any profits.

ACTION - **Cllr Monck** asked that a gazebo be added for The Keys. **GL** confirmed they had one as he understood it; **Cllr Monck** to check.

- **Cllr Smailes** stated that the event needed to be publicised in ways in addition to social media. **The Clerk** spoke of how (e.g.) the Jubilee Gala had been publicised i.e. including social media but A4 posters in all shops (High Street, Willey Flatts, Orchard etc.)

ACTION - **Clerk** will place posters created in High Street; **Cllr Smailes** will take posters to the Co-Op and Willey Flatts area

- **The Clerk** asked **Cllr Smailes** what the brief was for the publicity poster spoken about and offered contacts with 2 community focused designers who could deliver this (one used by YTC - **Cllr Monck** concurred; and another contact used by Yarm Lions). **Cllr Smailes** requested that the poster feature union flags and text details of the event and that it should be entitled 'Yarm Fun Day to Celebrate the Coronation of King Charles III'. The sponsors logos will need to go on once they have all been confirmed (The Keys is already confirmed).

ACTION: **Clerk** to contact poster designers and get quotes for the brief described above.

ACTION: **Cllr BWegg** is writing to Northumbrian Water for sponsorship.

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- **Cllr Smailes** stated that, as regards sponsorship, she is targeting businesses that have made money during COVID (e.g. plastics firms etc.)
- **Cllr Smailes** stated that she wanted a plant and produce stall.

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ACTION: The Clerk offered to contact the plant and produce stall she'd organised for the Jubilee Gala; this would need a double gazebo and Cllr Smailes suggested should be asked to bring their own.

- **Cllr Smailes** confirmed that she would contact Gill Wood (headmistress) re. asking them to produce artwork for the day.
- Publicity for the event should be included in the schools' newsletter.
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- **Cllr Monck** updated the meeting as to sponsorship requests: The Keys have confirmed £500, Whartons Construction has been asked as have Newcastle Building Society. News is awaited as regards the Awards for All application. An application has also been made to the Tees Valley Community Foundation (£2.5k).
- **The Clerk** suggested that the group stood a good chance of getting the Awards for All bid as NALC had announced that there is a special fund set aside for Coronation events (as updated at the last YTC meeting). -
- **Cllr Monck** confirmed that the Vintage Singer would do 2x 40 minute slots.
- **Cllr Monck** needs to know how many tables are required (i.e. from the Fellowship Hall).
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- The order of the programme was discussed as to breaks, starting and finishing acts etc, and care to be taken re. not drowning out (e.g.) sports and other announcements. **The Clerk** offered some guidance re. programme order and announcements. **Cllr BWegg** stated that Lucy Bentley from Corner House needed to be involved in this. -
- **GL** reminded the meeting that The Keys needed to have a Temporary Event Notice applied for (and will be aware of this as did so for the Jubilee Gala); the bar area would be fenced off from the rest of the site (so drinkers not wandering in the rest of the site as per licence requirements).
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- **Cllr Smailes** referenced that the bike group (Blood Run Charity ?) would bring a number of bikes and do demonstrations; **GL** was unaware that the bikes would be doing demonstrations (rather than static for people to just look at) and would therefore need to add an area for this on the site plan which would need fencing off (**NB the Clerk asked GL** whether this would be featured in the ISAG submission from now on rather than needing to resubmit the event application for non-pre approved event area permission - **GL** confirmed this). -
- **GL** confirmed that he would send round a document confirming roles and responsibilities. - **GL asked Cllr Smailes** if she had looked at the food safety information he had forwarded. **Cllr Smailes** confirmed her understanding of this information as regards the refreshments tent, use of tea urns, provision of fresh water, labelling of cake ingredients etc. **Cllr Smailes** confirmed that she would use foam cups.
- **GL** and the Clerk spoke regarding necessary litter picking coverage - **GL will speak with SBC**

6.0 To confirm the date and time of the next YTC meeting - a working group meeting was scheduled; date of next L&C to be confirmed.

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The meeting closed at 18.50pm.

In accordance with the Public Bodies Admission to Meetings Act 1960, press and the public shall be excluded for this item due to its confidential nature. LGA Act 1972 schedule 12 paragraph 10(2)(e). The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) - A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that

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