



Meeting of the Events Committee & Working Group
**The Council Chamber, Cinderford,
Thursday 6th April 2023 - 6.30pm.**

Present:

Graham Morgan (Chair)
Mark Turner (Councillor)
Tim Holder (Councillor)
Roger Sterry (Councillor)
Nigel Taylor (Councillor)
Jeremy Charlton-Wright (Councillor)
Emma Bennett (Clerk)
Les Love (Estates Manager)

In attendance:

Nikki Haydney (Nikki's Events).
Alethea Bumpstead (FVAF)
Deborah Vaughan (Crossroads)
Julie - Candi
Ryan Morgan, CTC Grounds Team

Apologies:

Chris Witham (Councillor)
Di Martin (Councillor)

1. **To receive apologies for absence**
Apologies for absence were received as above.
2. **Declarations of Interest – to receive any declarations of interest in any matter to be discussed at the meeting. Members and Officers are requested to identify the nature of the interest.**
Alethea Bumpstead and Roger Sterry declared they were representatives on the Community Cohesion Group.
3. **Public Participation Session – to provide the opportunity for Members of the Public to raise questions or comment on items on the Agenda (limited to 15 minutes, with a maximum 3 minutes per person).**
None.
4. **Minutes of the meeting held on 23rd February 2023**
The minutes of the meeting were approved and signed by Cllr Morgan.
5. **Matters arising**
 - Historical information on previous Cinderford Coronation events would be displayed at a local arts venue.
 - The National Lottery Awards for All application fund had been unsuccessful.
 - Market Stalls would be taken forward by NH with approx 30 stalls available.
 - Rides - tea cups & aeroplane to be arranged by NH.
 - Staging - Dan Green/Music Works can provide staging
 - Music Works - can bring mobile van. Cost about £560.
 - Live music - arranged.

- Karaoke - to run between bands.
- Local school choir/bands - NP to contact.
- One international foodstall only.
- Event committee tee shirts to be explored.
- Bouncy castle - NH arranging.
- Food venues - MT to discuss hours with traders.
- SR to explore opportunities with local gardening groups. Crossroads may require assistance at Big Lunch event/delivering lunches.
- Risk assessments & insurance - Clerk & LL to progress.
- Security. MT to investigate
- First aid - Clerk to progress
- Portaloos. MT to investigate.
- Waste bins - use.

6. Chairman's Urgent Business

None.

7. To discuss and agree any further arrangements for the Coronation Event

- **Road Closure update** - application made and road closure received.
- **Security update** -attending 1pm - 8pm.
- **First Aid update** - booked and in place.
- **Broadcasting licence update (MT)** - The BBC have confirmed a special one-off TV licence dispensation for the Coronation of HM King Charles III.
- **Arts (KL)** - Previous Coronation information given to the gallery. Hoping to show an appropriate film in the cinema.
- FVAF - two engagement staff will attend with the bus.
- 32 stalls are booked.
- Details of entertainment and musical acts were provided..
- Silent Disco for two events had been arranged. 3 channels would be available with different music.
- The Eats Fire act would need to be reviewed with insurers (LL would progress this).
- Staging and large TV arranged.
- Safety barriers and electric points were discussed. The electrical has checked for the events.
- 30 King Charles Spaniels would be attending for the parade
- Historical Coronation event had previously included crowning of a sheep. Logistics were discussed and agreed to have pictures of chickens for crowning with a poster.
- Food map - menus have been obtained. Designer to produce map and QR codes.
- Foyles had helped with the posters and final proof underway.
- Maintenance Team - to sort barriers, cable covers and gazebos.
- Portaloos have been ordered.
- Poster to be updated with timings. All vehicles off site between 9.30 am and 7pm.
- Parking notices will be displayed in advance.
- Candi would open premises to assist with refreshments, accessible toilet facilities and volunteers.
- It was confirmed that working with traders would avoid duplication.
- Road closure was in place 7am - 11.59pm.
- The Town Crier and Councillors would help with setting up, road closures and marshalling.
- Cindyfest rubbish drums would be used - large rubbish bags would be required.
- Official Town Cry received. Details of timings would be added to poster times.
- 500 reusable cups would be organised.

8. To receive an update from Crossroads on the Coronation Big Lunch event

7th May 2023 - St Stephens Event.was being held. Crossroads would look to move their event to 8th May 2023. An update on arrangements to date was provided.

November Fireworks and other events - Crossroads updated on discussions around a fireworks and bonfire display. Some external funding had been achieved. The date was to be confirmed but would not clash with the Speech House event.

Light festival idea - details of a potential light festival were discussed and FVAF would explore details and costings.

9. To discuss and agree plans for The Big Help Out 8th May 2023

To be part of the Crossroads event. The event focus was noted.

10. To discuss and agree plans for the Eurovision event 13th May 2023

Licence for live broadcasting checked.

17 stalls had been arranged.

Portaloos and Silent Disco had been booked.

The lighting, screen and stage was been progressed.

Road closure application submitted

Canopy would consider opening in the evening

The FVAF engagement vehicle would be checked for availability.

11. To discuss Health & Safety arrangements for events including insurance & risk assessments

LL would undertake risk assessments.

Public liability insurance documents will be required from external attendees.

First aid had been arranged for both events.

CTC insurance will be arranged.

Security for events was in place and being arranged.

12. Date of next Meeting – Further Events meeting will be arranged the week before.

Signed:.....

Date:.....