

# Hetton Town Council



## **Minutes of Events & Special Activities Committee meeting held on 31 January 2019 at the Hetton Centre**

### **Present:**

Councillors R Coulson, D Geddis, R Elvin and S Waterston (Chairman).

### **In attendance:**

G Keedy, Town Clerk.

Councillors C McGlinchey, K Pearson and D Turner.

Members of the public x 3.

### **1) Apologies for absence**

An apology for absence had been received from Cllr C Willis (attendance at ELCAP Board meeting).

Committee resolved to approve the apology.

### **2) Declarations of Interest**

There were no declarations of interest.

### **3) Public Participation**

The Chairman suggested a period of up to 10 minutes be allowed. Committee resolved to approve a period of 10 minutes.

From the floor, Cllr Pearson advised that she had sought quotations from two caterers and that the event venue subject to availability could either be The Hetton Centre or Hetton Union Street Methodist Chapel. Following a query from Cllr Geddis, Cllr Pearson reported that venue capacities were 120 and 80 respectively.

A Member of the Public (MoP) suggested that three quotations be obtained.

### **4) Town Mayor event**

Town Clerk (TC) circulated a report outlining the proposed approach to the event - provisionally scheduled for Saturday 23 March. It was noted that funds would be raised for the Mutiple Sclerosis Trust, not MS Society as stated.

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### **4) Town Mayor event cont ...**

Following discussion, Committee resolved that:

A further quotation for catering be obtained (in line with standard practice);

the report be noted,

and

Town Clerk, in conjunction with Town Mayor and Chairman of E&SA Committee make provisional arrangements for the event, subject to ratification by Full Council at its' meeting scheduled for 18 February 2019 after receipt of an update.

### **5) Events for the remainder of 18-19**

TC advised Committee that there was no budget provision for the organisation of large scale events.

Cllr Elvin suggested that Town Council organise a community litter pick towards the end of the municipal year. This could take the form of a co-ordinated event with other active groups and could utilise the litter picking equipment held by the Town Council.

Town Clerk reported that only two "litter pickers" were held in the office, and packaging for others was recently found to be empty. It was the view that equipment had been loaned out, but not returned. A number of suggested contacts were provided to the Town Clerk to help establish the whereabouts of the missing equipment.

A contact at SCC was also proffered as a possible source of the loaning to Town Council of additional equipment.

Committee resolved to task the Town Clerk with exploring the practicalities and logistics of arranging such an event.

### **6) Armed Forces Day - June 2019**

TC advised Committee that the process for seeking Ministry of Defence funding required details of a fully worked up events proposal to be submitted and he regarded the timescale for so doing as too short - and this was acknowledged by Committee.

Cllr Elvin suggested consideration be given to the organisation of a small scale event on 29 June 19.

Committee resolved that Town Clerk and Chairman explore possibilities for such an event.

The meeting closed at 18.40 hrs.

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Signed:

Date: