

Hetton Town Council

Minutes of Events and Special Activities Committee

held on 6 September 2018 at The Hetton Centre

Present

Cllrs D Geddis, S Waterston (Chairman) and C Willis.

In Attendance

G Keedy, Town Clerk

Cllrs R Coulson, J Cunningham, R Heron and K Pearson.

Three x members of the public (MoP)

1) Apologies

No apologies for absence had been received.

2) Declarations of Interest

No declarations of interest were made.

3) Public Participation

Committee resolved that a period of ten minutes be allocated for public participation.

No contributions were made at that stage.

4) Commemorative Centenary of WW1 Concert - 10 November 2018

The Chairman circulated to all present a note which outlined some of the background work which had taken place to date. This was used as a discussion document for agenda items 4 and 5.

The Chairman reported that the venue (Hetton Centre function room) had been booked by the previous Town Clerk after other venues had been considered.

She advised that the event format remained under development and liaison was taking place with ELCAP and the Fellowship of Churches.

A MoP expressed concern that not all local community groups had been invited and asked that the scope of invitations be widened. The Chairman emphasised that no formal invitations had been sent out; however, some organisations had been approached to gauge levels of interest in participating. She requested details of any community groups which the MoP considered would be interested. None were able to be identified at the meeting.

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The Chairman reported that proceeds from the event would be donated to the Royal British Legion.

A wider discussion took place and the following points were raised:

Barnes Café had been approached to provide catering and a quote of £3.00 / head had been received for a finger buffet.

Suggestions were made that Colonel J Brown, Broomside Choir and the Singing Elf be approached to take part.

Query re arrangements for advertising and promotional activity. It was agreed that a local company be considered if practicable and cost effective.

Query re Master of Ceremonies - options to be considered and a request was made for potential names to be notified to the Chairman.

In response to a MoP query, it was reported that the venue had a capacity of 120.

Committee resolved to agree to a suggestion that Hetton Town Trust be approached to request a donation towards the cost of catering.

Committee resolved to seek approval from the Town Council for a budget of up to £500.00 to support the event.

5) Remembrance Sunday Commemoration - 11 November 2018

Town Clerk reported that he had received correspondence from the Secretary, Fellowship of Churches which indicated that planning for the events was at an advanced stage.

A Member suggested that the Town Clerk had a role in the organisation of the events, but this was not quantified. Town Clerk undertook to raise any further queries with Cllr D Turner.

In terms of wreath laying at the three locations, this would be carried out by Cllr D Geddis (Hetton) and Cllr K Pearson (Easington Lane).

The meeting closed at 18.40 hrs.