

## **PRESCOT TOWN COUNCIL**

A meeting of the **EVENTS COMMITTEE** for the Town of Prescot was held on **THURSDAY, 16<sup>TH</sup> JANUARY, 2014** in the **WEST STREET OFFICE COMPLEX, 9 WEST STREET, PRESCOT** commencing at **7.00 P.M.**

### **PRESENT**

#### **COUNCILLOR G FLATLEY (CHAIR)**

Councillors D. Allen and D. Rigby

### **ALSO IN ATTENDANCE**

D. Wilson (Town Clerk), J. Rigby (Assistant to the Town Clerk), J. Stanley, T. Shields, L. Bridger and C. Eccleston.

#### **36. APOLOGIES**

Apologies for absence were received from Councillors D. Friar, P. Loyden, L. O'Keefe and I. Smith also R. Mercer (St Pauls Church).

#### **37. DECLARATIONS OF INTEREST**

There were no Declarations of Interest received.

#### **38. MINUTES OF THE LAST MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the last meeting of the Events Committee held on 21<sup>st</sup> November, 2013 be received as a correct record and signed by the Chair.

#### **39. CHRISTMAS LIGHTS SWITCH ON 2013 – FEEDBACK REPORT**

The Town Clerk submitted a report to the Committee seeking any further input members may wish to make in relation to lessons learnt i.e.

- Overall the event was a great success, there is definite demand for the event in future years.
- The event format works well.
- The partnership with the Town Team has worked well.
- The location of the event was appropriate.
- Father Christmas Grotto needs to be set up earlier- the Town Clerk has raised this with the provider.
- The event represents good value for money to the Town Council.
- There is an opportunity to promote the Town Council in the Radio Roadshow marquee.

It was **UNANIMOUSLY RESOLVED** that using the powers granted to them under the Terms of Reference for Prescot Town Council Events Committee, members

should **RESOLVE** to retain the Christmas Lights Switch On in its current format for future years.

**40. MAYOR OF PRESCOT'S PARADE**

Members were asked to submit ideas for the planning, running and involvement in the Mayor of Prescott's Parade.

It was **UNANIMOUSLY AGREED** that the Brownies/Guides/Schools/Morris Dancers/Band be contacted as soon as possible to seek their participation in the Parade, and that a military theme be adopted to coincide with the World War One centenary activities.

**41. EVENTS EQUIPMENT**

A discussion was held on the purchase of additional events equipment from last year's Carnival underspend, items required included more robust marquees, tea urn, double gas hob with suitable pots for hot dogs and onions etc.

It was agreed by all members present that the above items should be purchased and that Town Clerk enact this in accordance with the Town Councils procurement procedures.

**42. EVENTS CALENDAR FOR 2014/2015**

A discussion took place on an Events Calendar for 2014/2015. A number of events were considered including the Christmas Lights switch on, Armistice Day, Mayor Making and possibility of holding a St. Georges Day Event, the Prescott Carnival and the Mayors Parade. Dates, times and budgets for events were discussed and will be submitted to Full Council for approval.

**The meeting closed at 7.52 P.M.**

**DATED:**.....

**SIGNED:**.....

**G FLATLEY  
(CHAIR OF COMMITTEE)**