



Coleford Town Council

Events & Marketing Committee Tuesday 3 November 2020 Minutes

Attendees: Cllrs Penny, Elsmore, S Cox, Barnham, Kyne & Holloway

1. There were no apologies
2. There were no declarations of interest on items on the agenda
3. Cllr. Penny's ongoing dispensation was noted, re: events, in light of item 9.
4. There were no members of the public present.
5. The minutes of 6 October were noted. 6 October 2020 were noted

Cllr. Penny signed the minutes

6. To note matters arising from 6 October 2020

Item 8: Cllr Penny reported that the distribution of the Bells Field Commemorative Books was now underway, presented personally, where possible and, otherwise, sent out by post, with a letter of thanks.

7. To note risk assessment for Remembrance Events

Cllr. Penny summarised the arrangements for the two Remembrance events on Sunday 8 November, and Wednesday 11 November, and reported that the risk assessment was in line with latest Covid-19 guidance, and covered both legal, and safety issues. The assessments were noted.

Cllr. Holloway joined the meeting at 6.22pm

8. To have an update on Christmas events and activities

Faddle Fairs

Cllr Penny reported that it had been decided, by the organisers of the Faddle Fairs, not to proceed this year, in light of the ongoing covid 19 pandemic, and its restrictions regarding public gathering, and social distancing measures. Cllr Penny reported that FoDDC Licensing, had agreed to refund traders licence fees, and this was noted, with appreciation. Any stall hire costs would also not be incurred.

Christmas Lights

Cllr. Penny reported that the Christmas Lights volunteers were still happy to undertake the putting up of Christmas lights, and that a number of volunteers involved were professional electricians, and therefore all safety precautions, insurance, and covid 19 protocols / policies, were covered, including well-being exemptions.

Shop Local Video

Cllr. Penny reported that the scheduled filming would not now proceed, as planned, in light of the current covid 19 restrictions, but the company were still able to create a promotional video, using previous images, annotation, and promotional material.

Free Car Parking Charges

Cllr. Penny confirmed the 6 Saturdays, allocated for free parking in November and December.



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Christmas window Competition

Cllr. Penny stated that this would still proceed, and that revised arrangements were in place, in light of Covid19. These were noted, and agreed.

Cllr. Penny requested for Item 9 to be taken before Item 10.

9. To have an update regarding regular town markets

Cllr. Barnham reported that she had clarified the licensing requirements, and options, and had also spoken with prospective organisers, and existing traders. Meetings were now scheduled, to then report back at next meeting, to inform decisions.

10. To make recommendation regarding Events and Marketing budget items for 21/22

Cllr Penny revisited his suggested proposal re: budget forecasting this year, as this was the first committee meeting, since that suggestion. A possible half day workshop was discussed further, as were various options to set budgets, with alternative options, due to covid 19 uncertainty, with the overall recognition that budgets should be set that can be realistically delivered upon.

Recommendation

That the budget process should be deferred until December, in order to have the most accurate forecasting information, to budget accordingly

The meeting closed at 6:50pm