



# Coleford Town Council

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## Events & Marketing Committee Tuesday 4 September 2018 Minutes

**Attendees: Cllrs Penny, Drury, Holloway, C Elsmore, E Elsmore, Lusty & Allaway-Martin  
Cllr Baird arrived at 6.20pm**

1. Apologies were noted from Cllrs Ball & Kay
2. There were no declarations of interest on items on the agenda
3. There were no dispensations requests
4. The minutes of 3 July 2018 were noted  
It was reported that the cycle club had chosen not to proceed with the Bike Fest so this event has been cancelled
5. **To make recommendation re budget allocation for 18 -19**  
**Recommendation**  
After some analysis it was recommended that  
£12,000.00 is taken from the events budget for the Bells project  
£2000.00 is taken from the marketing budget for the Bells project  
The twinning budget to remain untouched
6. **To make recommendation actions for the Sealed Knot Parade in February 2019**  
**Recommendation**  
That the event occurs on Saturday 23 February 2019 at 11.30am.
7. **To have an update form WW1 working group and agree the recommendations.**  
Cllr Holloway reported that preparations were progressing well. It was requested that some parachute silk is purchased to provide the backing for the poppies. The committee is approaching a parachute producer to see if any off cuts are available or even a donation of silk is possible, if not it was agreed that costings should be obtained with a view to purchase.
8. **To recommend a date for the Civic Dinner 2019**  
**Recommendation**  
That the event is held on Saturday 6 April 2019. The venue is yet to be determined
9. **To determine the panel for the Pride of Coleford Community Award**  
**Recommendation**  
That an independent panel is created with 5 representatives to include  
1 from the Town Council, 1 from Foresters Forest, 1 from LRS Suntory, 1 from the local shops (Vicki Morgan) 1 from SPP Pumps.  
The Clerk to arrange  
The panel will match the nominees against the criteria and those that reach the standard will be awarded the honour
10. **To make recommendation re the date & format of the awards ceremony**  
**Recommendation**  
That the Council hold an event with all nominees and nominators plus the great and the good from the parish where a tasteful glass trophy will be presented. The date of the ceremony is yet to be determined.



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## **11. To make remaining events of 2018 – 19**

Remaining events being the opening of the Bells Field, the Remembrance Ceremony & parade, the Christmas Lights Switch on.

As yet the Lights Committee have not considered the parade but Cllr Penny will negotiate with them. It was noted that the Fiddle Fayre would be held on the same day as the Switch On

The Christmas shop window competition theme would be The Forest at Christmas.

## **12. To commence the process for 2019 -20 programme**

Cllr Penny asked the committee to consider events for the next Council year as budget setting was approaching, in the following areas

Events provided by the Town Council,

Events that the Council provide in partnership

Events that are held outside the town centre (supporting & encouraging other groups)

Events on the Bells Field