



# Coleford Town Council

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## Events & Marketing Committee Tuesday 3 October 2017 Minutes

**Attendees:** Cllrs Penny, C Elsmore, E Elsmore, Baird, Holloway, Ball. & Drury

1. Apologies were noted from Cllr Kay
2. Cllr Penny declared a pecuniary interest in item 6
3. There were no dispensations requests
4. The minutes of 5 September 17 were noted
5. **To review 'spare capacity' within CTC Assets and recommend marketing actions**  
The breakdown of usage of the Council Chamber was studied. Potential areas for hire were identified  
**Recommendation**  
That the Council Chamber hire opportunities are advertised on Facebook along with photographs and rates of hire.

6. **To make recommendation re budget for Christmas Switch on event**  
Cllr Penny presented the attached budget

### **Cllr Penny left the room**

The committee studied the proposal in full

### **Recommendation**

That the proposal is implemented and the budget agreed at a maximum cost of £5500.00

### **Cllr Penny returned to the room**

7. **To receive an update on WW1 planned activities for 2018**  
Cllr Holloway gave a summary of the events planned for next year including:
  - A poppy flow from 2 sides of the Clock Tower falling hopefully into a carpet surrounding the British Legion Garden of Remembrance
  - A poppy rock concert
  - A Friday in June a peace party (tea party) for the children at the Angus Buchannan VC Recreation Ground in a marquee (replicating the 1919 tea party)
  - Followed by a dance in the marquee on the Saturday
  - The gateways to the town be seeded with poppies
  - The laying of wreaths on each war grave on the date that they died.The Clerk noted that these meetings should be called through the CTC office and displayed on the public notice. The office would arrange for the minutes to be taken
8. **To review and make recommendation regarding rebalancing the 2017/18 events budget**  
Cllr Penny produce the attached report. Cllr Ball asked for a small sum to be retained to enable some youth engagement  
**Recommendation**  
That £14000.00 is moved to the Bells Field project cost code
9. **To consider budget items for 2018/19**  
Cllr Penny asked that members should come to the next meeting with proposals for next year. The Clerk suggested that all Councillors are asked to contribute