

Monday 2nd September 2019

Date:

COUNCIL OF THE CITY OF RIPON MINUTES OF A MEETING OF THE EVENTS COMMITTEE

ate: ime:	6pm
ocation:	The Council Chamber, Town Hall, Ripon
Present n Attendanc	Cllr P McHardy (Chairman) Cllr S Craggs Cllr C Hardisty Cllr S Hawke Cllr S Martin Cllr E Parkin (ex Officio) L Webb e S Gladstone, D Berry and L Frost, GEM Events P M Benson, Clerk to the Council Representatives from community and business organisations
30-19	To receive apologies and accept reasons for absence.
	Apologies were received from Cllrs Williams and Bate, Cllr Hawke attended in substitution for
	Cllr Bate, reasons for absence were not approved;
	S Hewitt.
31-19	To request any disclosure of an interest in relation to any matter under consideration at
	this meeting (financial or otherwise) & to consider any written requests for dispensation.
	None.
32-19	To approve the minutes of the previous meeting held on 12 th August 2019.
	That these be accepted as a true and accurate record of proceedings.
	Proposed – Cllr Craggs Seconded – Cllr McHardy
	RESOLVED by a show of hands with 2 abstentions.
33-19	i. To discuss the August Bank Holiday event;
	That this item be deferred to a future meeting.
	Proposed – Cllr McHardy Seconded – Cllr Hawke
	RESOLVED by a show of hands.
	ii. To consider RCC's UCI Festival of Events and agree appropriate action.
	SG confirmed that the Stage Company have advised that there will not be a charge for
	the August Bank Holiday event and that they will offer one day's hire free at the UCI
	event by way of an apology for the failure.
	That the attached amended budget and associated activities be approved. That
	additional fairground rides may be provided and that operators are allowed to charge for
	the additional rides but that RCC will continue to meet the cost of three rides and the
	climbing wall as previously.
	GEM to investigate whether the steam engines have matting to protect the surface of



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	Spa Park.
	That waste management options are explored and that a contractor is engaged to take
	care of the waste management from the event.
	That a leaflet is produced and distributed to all Ripon residents and villages in the
	immediate vicinity giving information on the RCC event with timings and details of key
	matters such as car parking, relocating of taxi ranks etc.
	That organisations within Ripon with land that may be suitable for car parking are
	approached with a view to RCC organising additional parking on private land. Budget
	circa £2,500 to be made available, including stewarding where appropriate.
	Cllr Craggs advised that some businesses had not received booking forms for big
	screen advertising. Clerk to check.
	That GEM Events negotiate relocating the market to either the Market Square or Spa
	Park depending on available space and that the number of stalls be capped at 15.
	The provision of 'ambassadors' who know the City well and who will be able to assist
	visitors was discussed.
	That GEM Events forward a copy of the Event Management Plan to RCC.
	Proposed – Cllr Hardisty Seconded – Cllr Hawke
	RESOLVED by a unanimous show of hands.
	The Clerk advised that the terms of reference for this committee allowed it to incur costs of up
	to £35,000 on this event and therefore an item would need to be placed on the Full Council
	agenda for 9 th September 2019 increasing that limit to £40,000.
	Cllr Martin advised that the Ripon Community Poppy Project had sourced 'Ripon Welcomes
	the World' signage to be placed on the City's entrance points at a cost of circa $\pounds600$ as
	previously available funding had been withdrawn. That RCC fund the cost of the signage
	and that Cllr Martin passes details of the supplier to the Clerk.
	Proposed – Cllr Hardisty Seconded – Cllr Hawke
	RESOLVED by a show of hands with one abstention, namely Cllr Martin who declared an
	interest in this item as he is involved with the Ripon Community Poppy Project.
	Clerk to chase for progress on the banners to be hung from the Town Hall.
34-19	Event Sponsorship (standing agenda item).
	It was noted that sponsorship enquiries continue to be received. That the Clerk is tasked with
	producing sponsorship guidelines for approval by Full Council on 9 th September 2019.
	Proposed – Cllr McHardy Seconded – Cllr Hawke
	RESOLVED by a unanimous show of hands.
35-19	To consider the Christmas Lights Switch on, Halloween and New Year's Eve events and
	agree appropriate action.
	That this item be deferred other than in respect of the additional costs associated with the
	installation of the Christmas Tree after Remembrance Sunday, costs estimated at £150, to be
	confirmed by HBC.
	Proposed – Cllr Hawke Seconded – Cllr Hardisty
	RESOLVED by a unanimous show of hands.

36-19	To note the date and time of the next meeting of the Events Committee.
	16 th September 2019 at 6pm.

With business concluded the meeting was closed at 7.51pm.

These minutes were recorded and prepared by Paula Benson, Clerk to the Council.

SIGNED

DATE

Chairman