



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

**Date:** Monday 22<sup>nd</sup> March 2021  
**Time:** 6:00pm

**HELD AT 6PM ONLINE ON MICROSOFT TEAMS**

Present	Cllr A Williams (Chair)
	Cllr C Davis
	Cllr C Hardisty
	Cllr S Hawke
	Cllr P McHardy (Vice Chair)
	Representing outside bodies – Hazel Barker; Caroline Bentham; Simon Hewitt; Dean John Dobson.
	One member of the public, one press representative.

<b>01-21</b>	<p><b>To receive apologies and accept reasons for absence.</b></p> <p>Apologies were received and reasons for absence approved from Cllr Martin.</p>				
<b>02-21</b>	<p><b>To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) &amp; to consider any written requests for dispensation.</b></p> <p>Cllr Williams advised that depending on the resolution on 06-21 and the committee's decision on whether to proceed with markets on the square in 2021 he may need to declare a personal interest at item 11-21 as a friend of a provider of markets.</p>				
<b>03-21</b>	<p><b>To approve the minutes of the previous meeting held on 24<sup>th</sup> February 2020.</b></p> <p>That these be received and approved as a true and accurate record of proceedings.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Proposed – Cllr McHardy</td> <td style="width: 50%;">Seconded – Cllr Hardisty</td> </tr> <tr> <td colspan="2">RESOLVED by a show of hands with one abstention</td> </tr> </table>	Proposed – Cllr McHardy	Seconded – Cllr Hardisty	RESOLVED by a show of hands with one abstention	
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<b>04-21</b>	<p><b>To receive the updated Terms of Reference and:</b></p> <ol style="list-style-type: none"> <li><b>1. Note the contents therein;</b> That these be received and noted.</li> <li><b>2. Review participation from external groups and agree appropriate action.</b> That a representative from the Ripon BID be invited to join the group together with Tim Jones for his work in the community.</li> </ol> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Proposed – Cllr McHardy</td> <td style="width: 50%;">Seconded – Cllr Hardisty</td> </tr> <tr> <td colspan="2">RESOLVED by a show of hands with one abstention</td> </tr> </table>	Proposed – Cllr McHardy	Seconded – Cllr Hardisty	RESOLVED by a show of hands with one abstention	
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<b>05-21</b>	<p><b>To receive advice from HBC on events.</b></p> <p>That HBC Councillors are requested to assist in obtaining the approval of HBC to the list of RCC proposed events at the earliest opportunity to allow RCC to commit to booking event content.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Proposed – Cllr Williams</td> <td style="width: 50%;">Seconded – Cllr Davis</td> </tr> <tr> <td colspan="2">RESOLVED by a show of hands with one abstention</td> </tr> </table>	Proposed – Cllr Williams	Seconded – Cllr Davis	RESOLVED by a show of hands with one abstention	
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06-21	<p>1. To note that the event budget for the 2021-22 financial year is £65,000.</p> <p>That this be noted and that the ear marked reserve of £30,000 be transferred to the 2021-22 events budget producing an available sum of £95,000 for the 2021-22 events budget.</p>	
	Proposed – Cllr McHardy	Seconded – Cllr Hardisty
	RESOLVED by a show of hands with one abstention	
	<p>2. To review the schedule of events contained in the Terms of Reference and agree appropriate action.</p> <p>The proposed schedule of events was discussed. SH referred to the Ripon Together initiatives of 150 years of Alice in Wonderland. Reference was made to the Summer of Play proposed by David Ingram. It was agreed to refer the use of HRH for the events to Full Council. Clerk to contact DI for details of his proposals.</p> <p>The following actions were agreed:</p>	
	<b>Event</b>	<b>Preliminary Event Detail</b>
	May Bank Holidays x 2	Artisan market and fairground rides involving car park closure
	27th June	Artisan market and fairground rides involving car park closure
	<p>In respect of the above events that the car park costs are negotiated with HBC for return to Cllrs Williams, McHardy and Davis for approval; that two fairground rides are booked on the car park end of the market square on these events on the basis that RCC pay for the fairground to attend and that rides are free for all who participate, budget £750-1000 for two rides per event.</p>	
	Proposed – Cllr McHardy	Seconded – Cllr Hardisty
	RESOLVED by a show of hands.	
	**31st July and 1st August	Concert/fairground rides and fireworks on 31st July Artisan market and fairground rides involving car park closure.
	**August BH Weekend	Concert/fairground rides on 28th August Artisan market and fairground rides involving car park closure on 29/8.
	That the provision of a stage and the required road closure of Market Place South is agreed.	
	Proposed – Cllr Hawke	Seconded – Cllr McHardy
	RESOLVED by a show of hands.	
**11th and 12th September	Mayoral installation and Freedom weekend/parade 11th September to include a military themed concert in the evening, Band, Choir, Proms and Fireworks 12th September – Mayoral Installation and Freedom Weekend involving car park closure.	
<p>The Clerk advised that the 21 Engineer Regiment have confirmed their availability for a Freedom Weekend on this date. The response from Ripon Cathedral is awaited.</p> <p>That the Clerk makes enquiries about a military wives choir and big band for a Last Night of the Proms type event on the evening of 11<sup>th</sup> September.</p> <p>It was noted that the car park closure has historically been free of charge for this event due to it being a police requirement.</p>		
Proposed – Cllr Hawke	Seconded – Cllr McHardy	
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Battle of Britain	19th September 2021	
31st October	Halloween – Artisan Market and Children’s entertainment including car park closure	

	<p>The Clerk to investigate whether face painting is permitted in 2021 for this event. That a street entertainer be costed and brought back to the next meeting of this committee. Consideration to be given to recreating the indoor event at the next meeting of the Committee.</p> <table border="1" data-bbox="320 219 1463 443"> <tr> <td data-bbox="320 219 890 253">Remembrance Sunday</td> <td data-bbox="890 219 1463 253">14th November 2021</td> </tr> <tr> <td data-bbox="320 253 890 315">19th November</td> <td data-bbox="890 253 1463 315">Christmas Lights Switch on event including car park closure</td> </tr> <tr> <td data-bbox="320 315 890 378">5th and 12th December</td> <td data-bbox="890 315 1463 378">Christmas Markets and fairground rides including car park closure</td> </tr> <tr> <td data-bbox="320 378 890 443">**31st December</td> <td data-bbox="890 378 1463 443">Usual NYE event including fireworks and car park closure.</td> </tr> </table>	Remembrance Sunday	14th November 2021	19th November	Christmas Lights Switch on event including car park closure	5th and 12th December	Christmas Markets and fairground rides including car park closure	**31st December	Usual NYE event including fireworks and car park closure.
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	<p>A discussion took place around the provision of fairground rides on 31/7-1/8. Clerk to contact the chairman of the St Wilfrid's procession committee to establish who had provided fairground rides previously.</p> <p>That a budget of up to £3,000 per day be made available for up to three fairground rides on the square for the events on 31<sup>st</sup> July-1<sup>st</sup> August and August Bank Holiday weekend.</p> <p>That the Clerk is tasked with finding music acts and that the authority to choose acts from those identified for the events marked ** is delegated to Cllrs Davis, McHardy and Williams.</p> <p>That, subject to the resolution under 07-21 Community Traffic Management are engaged to manage the road closure process and submit the required TTROs</p> <p>That fireworks are booked for the evening of 31/7, 11/9 and 31/12 and that the display on 31/12 ends with a red, white and blue finale to mark the start of HM Queen Elizabeth II's platinum jubilee year. That the fireworks budget for 31/7 and 11/9 is £1,000 and 31/12 - £2,000.</p> <table border="1" data-bbox="320 1115 1463 1205"> <tr> <td data-bbox="320 1115 890 1160">Proposed – Cllr Hawke</td> <td data-bbox="890 1115 1463 1160">Seconded – Cllr McHardy</td> </tr> <tr> <td colspan="2" data-bbox="320 1160 1463 1205">RESOLVED by a show of hands.</td> </tr> </table>	Proposed – Cllr Hawke	Seconded – Cllr McHardy	RESOLVED by a show of hands.					
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07-21	<p><b>To agree the retention of Community Traffic Management for the 2021 events and to note that Financial Regulation 10.1.ii shall be deemed to apply to this appointment in recognition of the specialist service provided.</b></p> <p>The chairman agreed to this item being moved to after 10-21 due to the commercial nature of the item.</p>								
08-21	<p><b>To agree the details of the key order items of the Jubilee 2022 event and to seek costings and other appropriate action.</b></p> <p>That the event runs from Wednesday evening (find dates) to Sunday Tea time.</p> <p>HB advised that there would be new knitted items from the Community Poppy Project and an enhanced poppy display in 2021.</p> <p>DJD advised that the cathedral were planning a large celebration for the platinum jubilee.</p> <p>Cllr Hardisty suggested that the Council consider marking the 100<sup>th</sup> birthday of the Duke of Edinburgh in June 2021. Agreed that this will be brought back to the next meeting of the committee.</p> <table border="1" data-bbox="320 1854 1463 1944"> <tr> <td data-bbox="320 1854 890 1899">Proposed – Cllr Williams</td> <td data-bbox="890 1854 1463 1899">Seconded – Cllr Hawke</td> </tr> <tr> <td colspan="2" data-bbox="320 1899 1463 1944">RESOLVED by a show of hands.</td> </tr> </table>	Proposed – Cllr Williams	Seconded – Cllr Hawke	RESOLVED by a show of hands.					
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09-21	<p><b>To note the date and time of the next meeting.</b></p> <p>19<sup>th</sup> April 2021 at 6pm.</p>								

10-21	<p><b>To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), that the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</b></p> <p>That this resolution be passed.</p> <table border="1" data-bbox="295 421 1439 510"> <tr> <td data-bbox="295 421 863 465">Proposed – Cllr Williams</td> <td data-bbox="863 421 1439 465">Seconded – Cllr Hawke</td> </tr> <tr> <td colspan="2" data-bbox="295 465 1439 510">RESOLVED by a show of hands.</td> </tr> </table>	Proposed – Cllr Williams	Seconded – Cllr Hawke	RESOLVED by a show of hands.					
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11-21	<p><b>To consider the terms offered from a provider of Markets in 2021.</b></p> <p>Cllr Williams declared a personal interest in this item and Cllr McHardy assumed the role of chair.</p> <p>That Cllr Williams is not required to leave the meeting although turns off his camera and microphone during the discussion of this item.</p> <table border="1" data-bbox="295 1209 1439 1305"> <tr> <td data-bbox="295 1209 863 1254">Proposed – Cllr McHardy</td> <td data-bbox="863 1209 1439 1254">Seconded – Cllr Hardisty</td> </tr> <tr> <td colspan="2" data-bbox="295 1254 1439 1305">RESOLVED by a show of hands.</td> </tr> </table> <p>The Clerk advised members that she is a personal acquaintance of the provider of Artisan Markets.</p> <p>A discussion ensued about supporting a Ripon based business and that the market provider was competent and reliable. Cllr Davis advised that it was important for the council to build relationships with trustworthy providers who we can rely upon.</p> <p>That Little Bird Artisan Markets are engaged to provide markets on the dates detailed above at the terms offered which is £5 per pitch to be paid to RCC.</p> <table border="1" data-bbox="295 1720 1439 1807"> <tr> <td data-bbox="295 1720 863 1765">Proposed – Cllr Hawke</td> <td data-bbox="863 1720 1439 1765">Seconded – Cllr McHardy</td> </tr> <tr> <td colspan="2" data-bbox="295 1765 1439 1807">RESOLVED by a show of hands.</td> </tr> </table>	Proposed – Cllr McHardy	Seconded – Cllr Hardisty	RESOLVED by a show of hands.		Proposed – Cllr Hawke	Seconded – Cllr McHardy	RESOLVED by a show of hands.	
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With business concluded the Chairman closed the meeting at 20:38 hours.

Signed  
Chairman

Date