



# COUNCIL OF THE CITY OF RIPON

## MINUTES OF A MEETING OF THE EVENTS COMMITTEE

**Date:** Monday 24<sup>th</sup> January 2022  
**Time:** 6:00pm  
**Location:** Council Chamber, Town Hall, Ripon

Present	Cllr A Williams (Chair)
	Cllr C Davis
	Cllr J Bate in substitution for Cllr S Hawke
	Cllr S Martin
	Cllr P McHardy (Vice Chair)
In attendance	The Clerk and Administrator

<b>01/22</b>	<p><b>To receive apologies and accept reasons for absence.</b></p> <p>Apologies were received from Cllrs Hawke and Hardisty, reasons for absence were approved.</p>				
<b>02/22</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 Martin declared an interest in items 06/22 as he is involved with Ripon Community Poppy Project and 08/22 he undertakes work for the CTM.</p>				
<b>03/22</b>	<p><b>To approve the minutes of the previous meeting held on 22<sup>nd</sup> March 2021.</b></p> <p><b>That these be approved as an accurate record of proceedings.</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Proposed – Cllr Davis</td> <td style="width: 50%;">Seconded – Cllr McHardy</td> </tr> <tr> <td colspan="2" style="text-align: center;">RESOLVED by a show of hands with two abstention</td> </tr> </table>	Proposed – Cllr Davis	Seconded – Cllr McHardy	RESOLVED by a show of hands with two abstention	
Proposed – Cllr Davis	Seconded – Cllr McHardy				
RESOLVED by a show of hands with two abstention					
<b>04/22</b>	<p><b>To receive and approve the revised Terms of Reference for the Events Committee.</b></p> <p>That these be approved and adopted for presentation to Full Council.</p> <p>Cllr Williams raised a query about the Pancake Race, it was noted that Ripon Festivals organised that event.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Proposed – Cllr McHardy</td> <td style="width: 50%;">Seconded – Cllr Davis</td> </tr> <tr> <td colspan="2" style="text-align: center;">RESOLVED by a unanimous show of hands.</td> </tr> </table>	Proposed – Cllr McHardy	Seconded – Cllr Davis	RESOLVED by a unanimous show of hands.	
Proposed – Cllr McHardy	Seconded – Cllr Davis				
RESOLVED by a unanimous show of hands.					
<b>05/22</b>	<p><b>To consider whether to hold an event on 30<sup>th</sup> April 2022 and agree the format of the event and event content if appropriate and to receive advice from the Monitoring Officer on holding an event during the Purdah period.</b></p> <p>That the advice from the Monitoring Officer is received and noted but that the Council would like to support the Cathedral's 1350 celebrations which take place over that weekend and that an evening music concert takes place on the southern half of the Market Place with a 7pm start, acts to be selected from those confirmed available but acts to be new to Ripon events apart from Jimmy Love as Elton John if he is available.</p> <p>It was noted that this item is subject to 08/22 as both the Clerk and the existing provider of Event Safety Management are unavailable.</p> <p>Cllr Williams asked that the fact that Ripon Races is on on 30<sup>th</sup> April should be taken into account as the stewarding requirements might need to be altered with that in mind.</p>				

	Proposed – Cllr McHardy	Seconded – Cllr Davis
	RESOLVED by a unanimous show of hands.	
<b>06/22</b>	<p><b>To consider the Platinum Jubilee event and to agree the following matters;</b></p> <p><b>1. Format of the event and content as appropriate;</b></p> <p>The schedule was received and approved in broad terms, note the amendments in italics.</p> <p>Discussions around providing an indoor event at HRH took place without commitment due to the unfinalised budget at this time. Cllr Williams advised that the Arts Hub might be available.</p> <p><b>2. To note that the event in Spa Park on Sunday 5<sup>th</sup> June 2022 will be provided in conjunction with Ripon Community Poppy Project and to receive an update on that element of the event and agree to provide support in terms of infrastructure/logistical costs as appropriate;</b></p> <p>It was noted that the Poppy Project would be providing a big picnic type event and agreed that RCC would meet the costs of all associated infrastructure and logistics, including, but not limited to road closures, crowd barriers, first aid, portaloos, bins and stewards.</p> <p><b>3. To agree a promotional strategy;</b></p> <p>That RCC will lead on a brochure in partnership with Ripon Bid, Ripon Poppy Project, NYCC, Ripon Together and Ripon Cathedral amongst others and that Ripon Bid will lead on social media communications.</p> <p>Cllr Williams advised that Ripon Cathedral are hosting the civic service for North Yorkshire and a civic presence from RCC will be expected and that they are hosting a street party in the cathedral, inviting a guest from each year of the Queen’s reign, plus one.</p> <p>Ripon Bid have offered to try to source sponsorship for the big screen from large local businesses who might be able to sponsor the screen for a whole day.</p> <p>Discussions took place around the Jubilee trail (Ripon Bid initiative) taking part in advertising on the big screen.</p> <p>It was noted that Ripon Bid might be able to meet the costs of distributing a brochure in the rural hinterland and that Ripon Community Poppy Project might have contacts who could deliver brochures within Ripon.</p> <p>The above was agreed in principle, noting that the situation will develop in the coming weeks and depending on the responses from partner organisations.</p>	
	Proposed – Cllr McHardy	Seconded – Cllr Bate
	RESOLVED by a unanimous show of hands.	
	<p><b>4. To consider purchasing flags and/or banners for the front of the Town Hall.</b></p> <p>It was agreed that the cost of flags and banners would be investigated and returned to the next meeting of the committee.</p>	
	Proposed – Cllr McHardy	Seconded – Cllr Davis
	RESOLVED by a unanimous show of hands.	
<b>07/22</b>	<b>To consider passing a resolution under the Public Bodies (Admission to Meetings) Act</b>	

	<p><b>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="320 371 1465 421"> <tr> <td data-bbox="320 371 895 421">Proposed – Cllr McHardy</td> <td data-bbox="895 371 1465 421">Seconded – Cllr Bate</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p>Cllr Martin left the meeting at 8:30pm.</p>	Proposed – Cllr McHardy	Seconded – Cllr Bate
Proposed – Cllr McHardy	Seconded – Cllr Bate		
08/22	<p><b>To receive quotations in respect of Traffic Management, Event Management, Stewarding, SIA and other required personnel services for 2022 events and agree appropriate action.</b></p> <p>That the quotations were received and that Sarah Rowland, Nine Lives Productions, is engaged to provide Event Management Services, including the drafting of Event Management Plans and co-ordinating of event content. That this appointment is designed to replicate the work undertaken by the Clerk and that the cost is vired from the Staffing Budget in relation to those elements that would not form part of our existing event costs.</p> <p>That Nine Lives Productions be engaged to deliver the event on 30<sup>th</sup> April 2022 in total and that they work with CTM on the remaining events in the 2022 timetable.</p> <table border="1" data-bbox="320 927 1465 976"> <tr> <td data-bbox="320 927 895 976">Proposed – Cllr Williams</td> <td data-bbox="895 927 1465 976">Seconded – Cllr McHardy</td> </tr> </table> <p>RESOLVED by a show of hands with one abstention</p>	Proposed – Cllr Williams	Seconded – Cllr McHardy
Proposed – Cllr Williams	Seconded – Cllr McHardy		
09/22	<p><b>To note the date and time of the next meeting.</b></p> <p>That a meeting is convened once matters develop further.</p>		

With business concluded the Chairman closed the meeting at 20:55 hours.

Signed  
Cllr Andrew Williams  
Chairman