

**STOKESLEY TOWN COUNCIL**  
**COMMUNICATIONS AND EVENTS COMMITTEE**

A Meeting of the Communications and Events Committee  
was held in the Town Hall, Stokesley on Wednesday 1 November 2017

**Communications and Events Committee Membership**

Cllr Ian Blakemore, Cllr Stewart Brennan, Cllr Mike Canavan and Cllr Graham Sowerby plus non-council representatives.

**Present:** Cllrs Ian Blakemore (chair), Stewart Brennan and Mike Canavan.  
Clerk –Mrs Julie McLuckie.  
Catch Design – Sue Thompson.

**1/01/11/17 NOTICE OF MEETING**

The notice convening the meeting was taken as read.

**2/01/11/17 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Graham Sowerby.

**3/01/11/17 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA**

None declared.

**4/01/11/17 MINUTES OF THE MEETING HELD ON MONDAY 26 JUNE 2017**

The minutes of the meeting held on 26 June 2017 were agreed as a true and accurate record.

**5/01/11/17 COMMUNICATIONS**

- a. Website redesign update – an update was received regarding the new layout which was agreed. A discussion took place regarding the archiving of documents on the website and it was agreed that information should only be stored on the website for one financial year. Any requirements to obtain older archived documents would be made by request to the Clerk. The website would hopefully be ready for Members to review prior to Christmas with a view to going live in January. **Agreed and Noted.**
- b. Newsletter – Cllr Canavan informed members that he continues to produce a bi-monthly article for the ‘Market Place’ magazine which is circulated to all the residents in Stokesley. It was agreed that this was a better forum for our ‘newsletter’ and it was agreed that we would rebrand the article to Stokesley Town Council newsletter and that members could submit articles for inclusion to the Cllr Canavan. Cllr Canavan would then draft an article which would be approved by the

Communications and Events Committee prior to submission. This ensured a more regular communication to residents of Stokesley at no cost to the Town Council, as the printing and distribution of a separate Town Council newsletter would cease. It was agreed to also place a copy of the newsletter article on the website. **Agreed.**

- c. Event promotion / advertising – the Clerk wanted to ensure that once the new website is up and running that both her and the Deputy Clerk can receive training on uploading information to social media. **Agreed.**

### **6/01/11/17 FOOD WEEK 2017**

The Food Week Events this year had received positive feedback. The launch event on the Sunday and the Friday Gin & Jazz night had proved to be a great success and was something that should be built on in future years. Once again, the Wine Tasting and Farmers Market had also proven to be well supported. We also need to consider hosting other events during the week as visitors to the Town expected to see something taking place. One consideration maybe to leave the marquee up for the week so that local businesses could utilise it and host events. **Noted.**

The Clerk provided an update regarding the income and expenditure for the event and it was noted that there would be a shortfall in the region of £800 which would be met from the 'Events Budget'. **Noted.**

### **7/01/11/17 FUTURE EVENTS** **2017**

1. Christmas Events – the late-night opening event was scheduled to take place on Thursday 7 December 2017. Cllr Blakemore had circulated a timetable of events for the evening (attached). The Town Council have paid for the Bilsdale Silver Band to attend as their contribution to the event at a cost of £150 which would be met from the 'Events Budget'. Members would look to see if it would be possible to erect a Christmas tree in the centre of the Ziggurat and report back. It was noted that the next meeting of the Christmas Events Group would take place on Monday 20 November 2017 at 6pm in the Town Hall. **Noted.**

### **2018**

2. Food Week – it was agreed that Food Week would take place from Sunday 30 September 2018 to Saturday 6 October 2018. The event would build on the success of this year opening with a launch event on the Sunday and concluding with the 'Farmers Market' on the Saturday with various other activities taking place during the week to be agreed. It was agreed that the Clerk would circulate the dates to the local businesses and to the stall holders who attended the launch event seeking their support. It was also agreed to arrange a meeting with local

businesses early in the year to discuss their involvement and secure their support. **Agreed.**

3. Christmas Events – the Clerk would ask the Christmas Working Group to confirm the date for next year’s event to enable early planning. **Noted.**

**8/01/11/17 BUDGET REQUIREMENTS FOR 2018 /19**

It was agreed to submit a budget request of £2k for Events for the financial year 2018 / 19. The aim of the Events would still be for them to breakeven but £1k would be available to support Events if necessary and £1k would be a contingency in the event of wet weather or any other issue that would impact on the success of the event. **Agreed.**

The meeting closed at 9pm.

Signed .....

Date .....