

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

A Meeting of the Communications and Events Committee  
was held in the Town Hall, Stokesley on Tuesday 17 April 2018

**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.  
Catch Design – Sue Thompson as a non-council representative

**1/17/04/18 NOTICE OF MEETING**

The notice convening the meeting was read.

**2/17/04/18 MEMBERS OF THE PUBLIC**

None present.

**3/17/04/18 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Graham Sowerby.

**4/17/04/18 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA**

Sue Thompson declared an interest in the website re-design and in the promotion of Food Week.

**5/17/04/18 MINUTES OF THE MEETING HELD ON TUESDAY 20 FEBRUARY 2018**

The minutes of the meeting held on 20 February 2018 were agreed as a true and accurate record.

**6/17/04/18 COMMUNICATIONS**

- a. Website Redesign Update – the new website is now up and running and receiving positive feedback. The Clerk and Assistant Clerk were due to be trained on how to upload documents on 25 April 2018. Once this was complete a date would be agreed to remove the old website and re-direct users to the new site. The Clerk confirmed that she had requested photographs of Stokesley from the Photo Club that could be used on the site and was awaiting a response. The Clerk's would also be trained on the 'Mailchimp' facility in the coming weeks, this would assist with ensuring we are GDPR compliant, and the GDPR working group would then progress relevant actions. **Noted.**

- b. Market Place Article – the next article was due to be submitted at the end of May (Market Place is circulated every two months). Any items for inclusion to be submitted to Cllr Canavan as soon as possible. The Clerk would inform members of the deadline and request articles for inclusion. **Agreed.**

### **7/17/04/18 FOOD WEEK 2018**

The Food Week Event would open on Sunday 30 September 2018 with the launch event which would include the marquee on the Plain and Food Stalls plus events to be confirmed in the Town Hall. The Wine Tasting event would once again take place in Chapters Hotel and a Gin Festival would be held in the Town Hall on the Friday evening hosted by Angrove Park. The Food Week would conclude with the Farmers Market on Saturday 6 October 2018. The Clerk was asked to liaise with owners of other food establishments to ascertain if they would like to be involved and in what capacity. Other proposals included an afternoon 'Tea Dance' in conjunction with Community Care and / or a Quiz Event with Community Awards.

The folded flyer with advertisement space would be produced again and Sue Thompson agreed to liaise with businesses to secure adverts at £50 small / £100 large

The Clerk would meet with Sue Thompson to firm up the stalls for the Sunday event with a view to contacting them to secure payment at £50 for external stalls and £30 for internal ones. **Agreed.**

The Clerk would contact Rishi Sunak MPs office to see if he would be available to open the event on the Sunday. **Agreed.**

Information would also be shared with the Vibrant Markets Officer at HDC. **Agreed.**

Cllr Blakemore would liaise with Quorn to see if they are interested in attending the event or sponsoring. **Agreed.**

Cllr Brennan would contact 'Stepping Stones' to see if they would like to host a children's event in the Town Hall at the Sunday Launch Event. **Agreed.**

### **8/17/04/18 FUTURE EVENTS**

#### **CHRISTMAS 2018**

It was agreed to schedule the late-night opening event to take place on Thursday 29 November 2018 based on a similar format to the 2017 event. **Agreed.**

**9/17/04/17 NEXT MEETING**

The next meeting of the Committee will be held in the Town Hall on Thursday 3 May 2018 commencing at 6 pm. **Agreed.**

The meeting closed at 7.30 pm.

Signed .....

Date .....