

STOKESLEY TOWN COUNCIL
COMMUNICATIONS AND EVENTS COMMITTEE

A Meeting of the Communications and Events Committee
was held in the Town Hall, Stokesley on Thursday 17 January 2019

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 Graham Sowerby
Non-Council Members – Mr Richard Agar, Mrs Karen Robinson and Mrs Sue Thompson.

Julie McLuckie - Clerk

1/17/01/19 NOTICE OF MEETING

The notice convening the meeting was read.

2/17/01/19 MEMBERS OF THE PUBLIC

None present.

3/17/01/19 APOLOGIES FOR ABSENCE

RESOLVED to receive and accept the apologies from Cllr Mike Canavan.

4/17/01/19 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

None declared.

5/17/01/19 MINUTES OF THE MEETING HELD ON MONDAY 21 MAY 2018

RESOLVED that the minutes of the meeting held on 21 May 2018 be agreed.

6/17/01/19 TERMS OF REFERENCE

The current terms of reference were reviewed. **RESOLVED** to include the responsibility for General Data Protection Regulations (GDPR) compliance to this Committee.

7/01/01/19 COMMUNICATIONS

- a. Market Place Article – **RESOLVED** to promote the Stokesley and Surrounding Villages 'Restaurant Week' which is scheduled to take place between 25 February and 3 March 2019 as well as advertising the agreed event dates for the coming year.

8/17/01/19 EVENTS 2019

Event Schedule for 2019

- a. Food Fest Event – **RESOLVED** that this will take place between Friday 11 October and Sunday 13 October 2019. The format would be similar to this year and the Clerk would contact traders to gain the level of interest and support.
- b. Stokesley Sparkle Event – **RESOLVED** that this would take place on Thursday 28 November 2019. It was agreed to follow a similar format to last year with Santa meeting young people in the Shepherds Hut outside the Town Hall. The reindeer trail would take place again and activities would be arranged in the Town Hall. The Clerk would circulate the date to High Street Businesses and contact the band, the owner of the Shepherds Hut and traders.
- c. 100 Year Anniversary of WW1 Homecoming and Donation of Land and Town Hall to the residents of Stokesley – **RESOLVED** to host an event on the Plain and in the Town Hall on Saturday 20 July 2019. The Clerk would liaise with local groups to seek their support. Mr Agar would obtain quotes for a stage, PA system and a screen. It was agreed to secure interest by the end of February with a view to confirming a programme of events for the day as soon as possible. Cllrs Brennan and Mrs Thompson would liaise with potential presenters and MCs.

10/17/01/19 GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk had circulated a proposed Security Incident Policy for members to review. This was based on the example document provided by YLCA which had been adapted for Stokesley Town Council. **RESOLVED** to circulate the proposed document to all Councillors for consideration at the next Town Council meeting.

Generic E-mail addresses – **RESOLVED** that the Clerk would obtain further information from Home Fix Computers regarding the introduction of generic e-mail addresses for Councillors and associated training.

Councillor Members Only

11/17/01/19 FOOD FEST 2018

The Food Fest 2018 accounts against budget were reviewed. **RESOLVED** that the final accounts were over budget after the Town Council element included by just over £100 which would be met from the £1000 events contingency.

12/17/01/19 PRESS LIAISON POLICY

The current press liaison policy was reviewed and it was agreed to remind journalists and other press contacts of it.

13/17/01/19 OUTLINE ANNUAL BUDGET AND PLAN

The outline budget and plan for the financial year 2019/20 was reviewed. **RESOLVED** that following confirmation that the Events had been allocated £5500 for the coming financial year it was agreed to allocate the funds as follows:

- WWI Home Coming Event = £3000
- Food Fest = £2200
- Stokesley Sparke = £300

This would be the subject of regular review as the event planning progresses.

14/17/01/19 NEXT MEETING

RESOLVED to hold a meeting in the first week of March. The Clerk would confirm the date.

The meeting closed at 9 pm.

Signed

Date