STOKESLEY TOWN COUNCIL
COMMUNICATIONS AND EVENTS COMMITTEE

A Meeting of the Communications and Events Committee
was held in the Town Hall, Stokesley on Wednesday 6 May 2026

Communications and Events Committee Membership
Cllr Sally Atkinson, Cllr David Cook, Cllr Claire Craster, Cllr Chris Johnson and Gary Yuille plus non-council representatives – Mr Richard Agar and Mrs Sue Thompson.

Present: Cllrs Sally Atkinson, Claire Craster and Cllr Chris Johnson.
Mrs Julie McLuckie – Town Clerk and Non-Council Members – Mr Richard Agar and Mrs Sue Thompson

1/06/05/26 NOTICE OF MEETING
RESOLVED that the public notice of the meeting had been provided in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.

2/06/05/26 MEMBERS OF THE PUBLIC
None present.

3/06/05/26 APOLOGIES FOR ABSENCE
RESOLVED to receive and accept the apologies from Cllrs David Cook and Gary Yuille.

4/06/05/26 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA
None declared.

5/06/05/26 MINUTES OF THE MEETING HELD ON 17 MARCH 2026
RESOLVED that the minutes of the meeting held on 17 March 2026 be agreed.

6/06/05/26 VIBRANT AND SUSTAINABLE HIGH STREET APPLICATION
RESOLVED that the Communications and Events Committee now need to progress the items detailed within the successful bid and meet the targets for each element set within the document.

High Street Improvement (February to April 2026) - £5,000 -

a. Spring Clean / High Street Tidy Up – **RESOLVED** that this had taken place and was well supported by residents. New litter pickers and rings were purchased at a cost of £370.
b. Shop wraps and decoration organised – **RESOLVED** that the first window are was complete and had received a lot of favourable comments – this was at a total cost of £600.
c. Bin storage and dog waste bins ordered – **RESOLVED** to purchase two dog waste dispensers to be installed at agreed locations along the High Street. We are in the process of reviewing the available funds to support the installation of bin storage.

Cycle Repair and Storage (February to April 2026)- £2,200 – **RESOLVED** to purchase a repair kit and to identify a suitable location on or in the vicinity of the Old Market Square ensuring it is in a removable sleeve for when the fair attends. The installation of a water refilling station would be completed before the first Summer in the Square event and would include the erection of a plaque.

PA System (May to June 2026) - £3,500 – **RESOLVED** that the PA system has been purchased and received and the claim submitted.

Canopy / Sail Installation (May to June 2026) – £20,000 - **RESOLVED** that it was agreed to purchase one parasol which could be left in situ throughout the Summer and one large gazebo. Once these items were received further consideration would be given to the storage unit required and what size.

Summer In the Square (June to September 2026) – **RESOLVED** that this would run on the 2nd and 4th Saturdays from June to September 2026. Most of the music slots were now full with just a couple of spaces. Promotion of the event would commence over the coming weeks, and the banners would be installed on Friday 15 May 2026. Councillors were asked to attend the first event so they can learn how to set up the gazebo and PA system. Councillors to confirm when they are unavailable with the Clerk so a list can be pulled together to ensure all events are suitable staffed.

Yorkshire Day – Saturday 1 August 2026 and Sunday 2 August 2026– **RESOLVED** that the Farmers Market on Saturday 1 August be asked to acknowledge that it is 'Yorkshire Day' by displaying Yorkshire flags or something – the Clerk to discuss with Northern Dales Farmers Market. Sunday 2 August will see a family fun event on the Plain area from 1pm to 6pm. The marquee, table, chairs and children's entertainment are all booked. The Clerk to contact musicians to see if they would like to perform at the event. The Clerk would order some Yorkshire Day bunting and arrange for the Town Hall to be decorated. Mr Agar would sort the portaloos and draw up a draft event layout for consideration. The road closure was organised and would be in place from 12 noon to 7 pm. The local businesses have all confirmed that they would decorate their premise and judging will take place on Friday 31 July with the Mayor handing over the winning certificate on Saturday 1 August. Councillors would ask businesses to confirm their involvement with providing a promotional offer by 13 June 2026 and that the offer needs to be submitted to the Clerk by 1 July 2026. The Clerk to ask North Yorkshire Council to supply additional bins on 2 August 2026 and to ask the Flower Club if they would do additional flower displays in the Town Hall.

Professional Management of Events - £5000 – see Summer in the Square and Yorkshire Day.

Equipment Rental for Large Events - £5000 – see Yorkshire Day.

Marketing - £2000 – **RESOLVED** that the marketing for Summer in the Square and Yorkshire Day (this will include the production of the food offers menu) take place but that the proposed offers booklet be put on hold until it is clear what funds remain available..

Business Workshops - £10,000 – **RESOLVED** that this is to be discussed at a business forum.

Lantern Workshop and Stokesley Sparkle - £6350 – **RESOLVED** that £3412.19 expenditure has already been spent against this budget allocation. This covered the costs for the additional Christmas Tree and lights in the Old Market Square plus the installation of an external electric socket. It also covers the costs for three lantern workshops. This leaves a balance of £2937.81 which will be used to cover lantern workshops and the tree purchase in 2026.

7/06/05/26 <u>EVENTS 2026</u>

a. Summer in the Square –**RESOLVED** that these would take place on the 2nd and 4th Saturdays of each month from June to September running from 11am to 3 pm with four performances each day.
b. Morris Day of Dance –**RESOLVED** that the Clerk had met with the event organiser and thanks to both the Health Centre and Springfield Co-op for confirming that they will allocate free parking for the performers. The Event organiser would arrange to hand out a card for display in

each of the vehicles and that they would be on site to direct them where to park. The Clerk had confirmed the dance areas with the organiser who was happy with the proposed areas.

c. Yorkshire Day – see above.
d. Stokesley Sparkle – Saturday 28 November 2026. **RESOLVED** that Patrick Monahan had confirmed that he was available to attend again this year to switch the Christmas lights on.
e. Event on the Plain – Sunday 30 August 2026. **RESOLVED** that the request to host an event on the Plain on Sunday 30 August 2026 be approved subject to confirmation of the rental payment of £500 and agreement to follow all the guidance contained within the Event Plan document. The only change to the proposal was that the event should finish at 9pm with an hour to tidy away ensuring that everything is finished by 10pm.

8/06/05/26 <u>WEBSITE AND PROMOTION</u>

a. Website Update – **RESOLVED** that work has commenced on the new website and that the Clerk would arrange to meet to go through the old website to agree what to keep and update etc. The old site will remain live until the new one is fully up and running.
b. Friday Market Branding and Promotion – **RESOLVED** that following confirmation to go ahead with the promotion as outlined to the Trustees on 2 April 2026 that a photographer was due to attend the market on Friday to take some better images to use in the marketing campaign. We photographer would be asked to also take better photographs of key areas across the Town that can be used in the future.
c. Town Map – **RESOLVED** that the Town Map be updated and that the Clerk had requested a donation from Cllr Griffiths Locality Fund who has agreed in principle but awaiting confirmation when the fund goes live.

The meeting closed at 7.45 pm.

Signed ..... Date.....