

Dear Councillor,

28th April 2022

**Events Committee Meeting**

You are hereby summoned to attend a meeting of the Events' Committee to be held at the Town Hall, Cotton Street, Bolsover on Wednesday 4<sup>th</sup> May 2022 at 9am for the purpose of transacting the business on the agenda set out below.

Yours sincerely,



**Andrew Tristram**  
Town Clerk

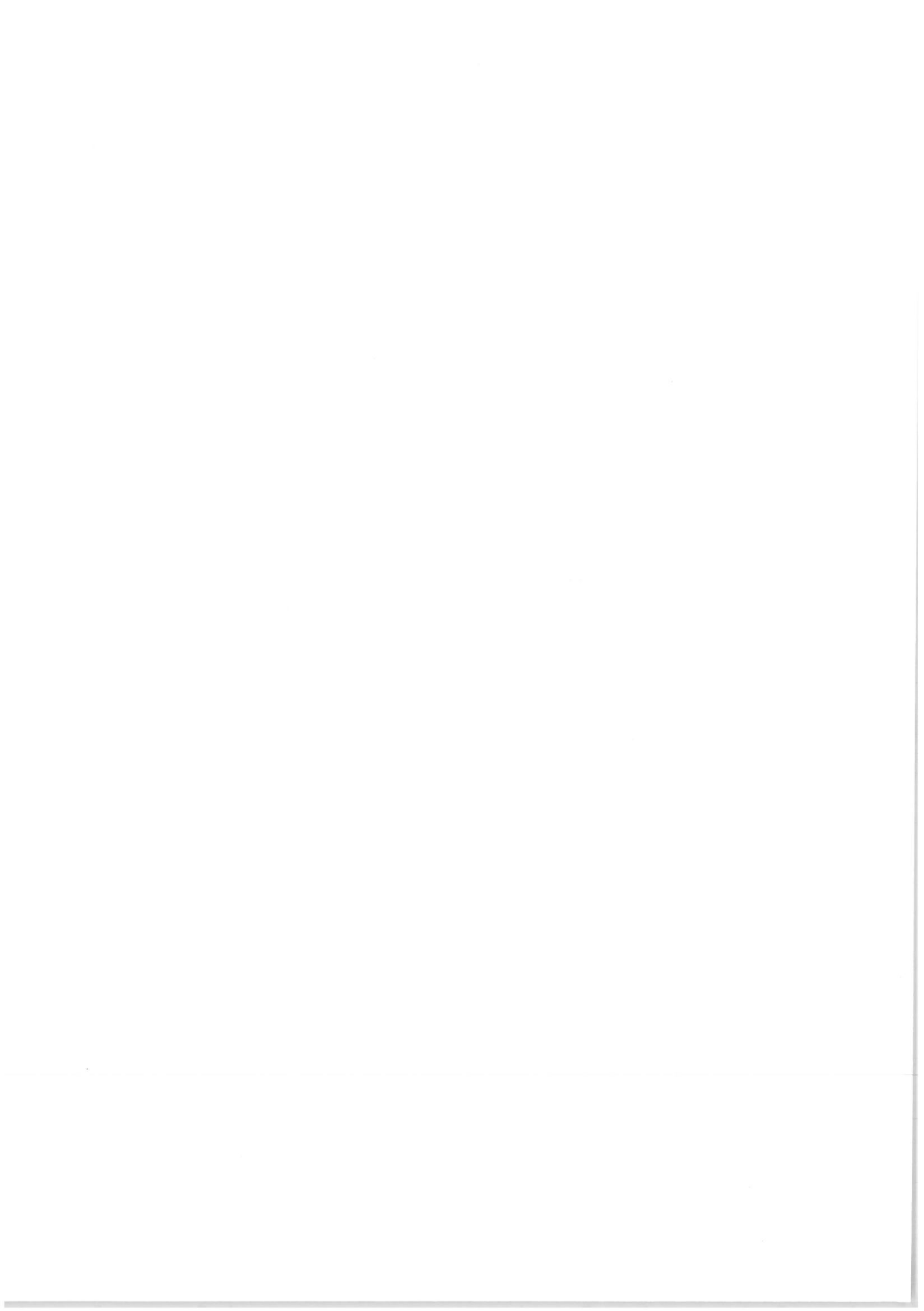
**Old Bolsover Town Council**

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Bolsover • Derbyshire S44 6HA

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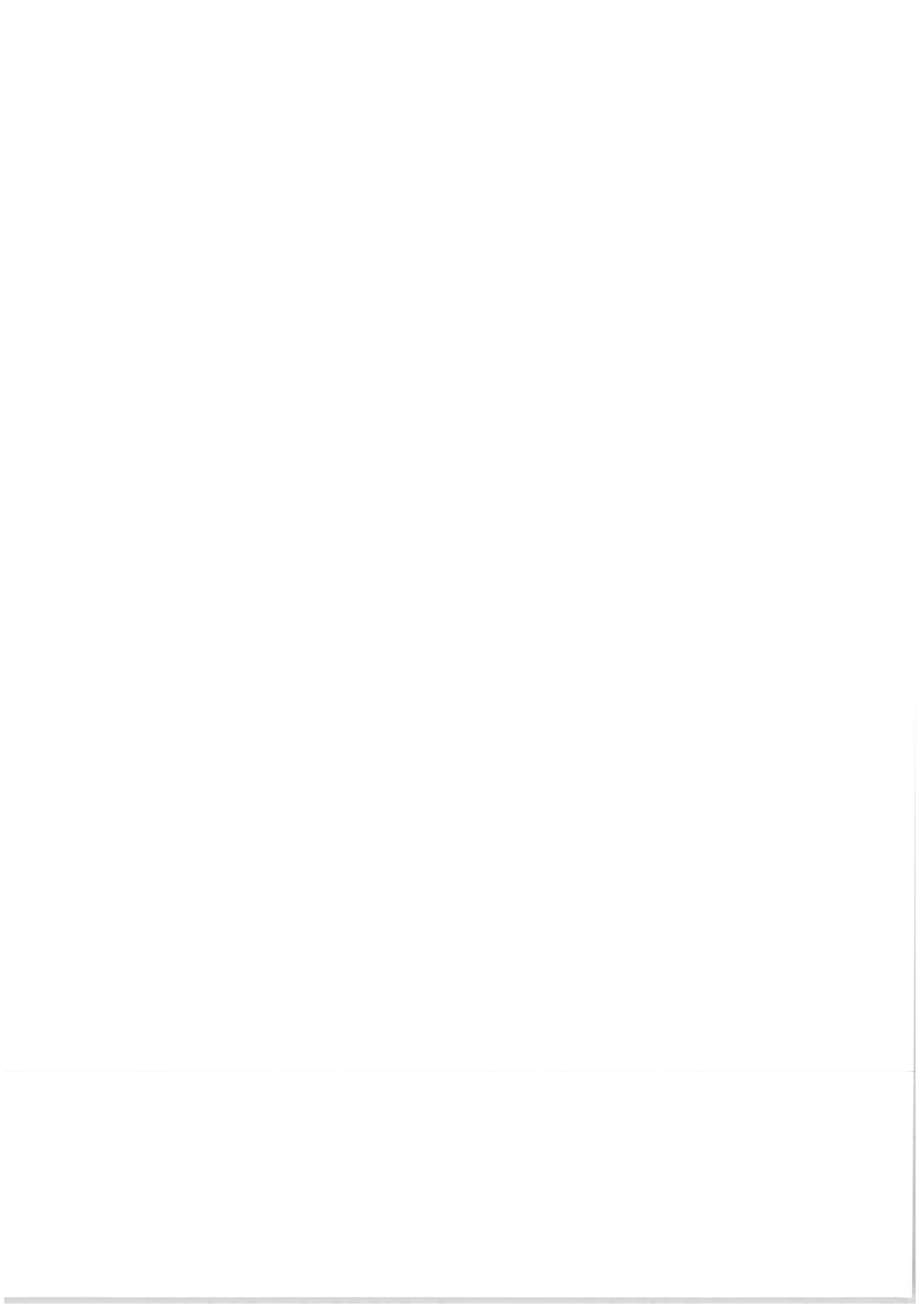
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**A G E N D A**  
**4<sup>th</sup> May 2022 at 9am**  
**Town Hall, Cotton Street, Bolsover**

1. **Apologies for absence**
2. **Declarations of Interest.**
3. **To approve the minutes from the meeting held on 11<sup>th</sup> April 2022**
4. **Proposal from Creative5 to cover events**
5. **May Artisan market**  
Update and preparation for May 7<sup>th</sup>
6. **Artisan markets**  
Review, to include charges, revised dates etc
7. **Jubilee event**  
Update on stalls, food/drink, entertainment, confirmations received/still awaiting, programme/timetable update
  - All essential requirements - first aid, parking, toilets etc
  - Advertising, stewards on the day - e.g. man road closures etc,
  - Action required for next meeting
8. **Date and time of next meeting.**  
To consider date and time for next meeting.



**Minutes of the meeting of the Events Committee of Old Bolsover Town Council  
held at 11am on Monday 11<sup>th</sup> April 2022**

P	Cllr M Longden	P	Cllr A Clarke
A	Cllr G Davis	P	Cllr C Jeffery
P	Cllr R Tooth	P	Cllr J Woodhead

In Attendance  
Andrew Tristram

**1. Apologies for absence**

Apologies were received from Councillor G. Davis

**2. Declarations of Disclosable Pecuniary and Non-Disclosable Pecuniary / Other Interests**

None received

**3. Minutes**

It was **Resolved** that the minutes of the meeting held on 21<sup>st</sup> March 2022 are approved as a true and accurate record.

**4. Artisan Market**

Everyone agreed that it was a good Event. Bolsover in Bloom stall had a good response.

Members discussed feedback received from local businesses. Some people said they would like to see more street food and some entertainment to encourage visitors to stay longer.

List of stallholder booked for May and June to be confirmed.

Events – for discussion at the next meeting, the option to invest some of the Event Budget to provide some attraction eg buskers as previous mentioned.

**Resolved** that the charges for a 3mtr x 3mtr pitch at the Artisan Market is agreed at £20 per pitch except for Street Food/Drinks stalls which will be £30 per pitch, with effect from the June Jubilee Event.

**5. Motorcycle Event**

It was **Resolved** that the council do not proceed with organising a Motorcycle Event this year but would consider supporting an Event if a third party organisation wished to stage the Event.

**6. Annual Events**

It was **Resolved** that sub-committees for the Remembrance Service and Christmas Festival are set up after the Jubilee Event.

## 7. Jubilee Celebration

### (a) **Update Reports**

Gin Bar – Deputy Town Clerk to provide updates.

### (b) **Performances**

Buskers and Drums confirmed.

**Resolved** that expenditure on the two performances provided by Live and Local are agreed at costs of £654 and £250

### (c) **Programme**

- Members discussed the draft programme.
- This programme was agreed.
- Deputy Town Clerk to confirm that all performances had been booked and confirmed.
- Confirm with Under the Castle availability for a band for the 4.30 slot.

### (d) **Publicity**

- Members received information on charges for advertising in other Heron Publications.
- Consideration to be given to advertising in the Wings and Twist Magazine.

**Resolved** to advertise the Jubilee Event in SoBolsover Magazine.

### (e) **Market Traders and Vendors**

No update on the number of market traders that had booked for the next Artisan Market or Jubilee Event was available at the meeting.

The Greek Food Stall is booked and confirmed but we need to provide them with their confirmation from OBTC and the necessary paperwork.

### (f) **Parking**

The Medical Centre was being approached for permission to use their car park. Dykes Field was also discussed as an additional location.

### (g) **Staffing**

Staffing was discussed.

**Resolved** to find out what staff were available to work that day and investigate costs and availability of security staff to take control of the road closures.

## 8. Date and Time of next meeting

**Resolved** that the next meeting of the Events and Markets Committee will take place at 11am on Wednesday 4<sup>th</sup> May 2022.