



LEYBURN TOWN COUNCIL

Market and Burial Authority

Minutes of the UCI Committee held on Tuesday 17th September 2019

Present: Cllr Alderson Cllr Beswick Cllr Sanderson Chris Noble Clerk- Charlotte Smith
Colin from Blue Box Productions

1. **APOLOGIES** - Apologies received from Cllr Spenceley.

2. **DECLARATION OF INTEREST** - None

3. **UPDATE FROM THE CLERK SINCE LAST MEETING**

The Programme is complete and ready for print; the UCI Banner has been printed and is awaiting collection. We have not as yet received a response or any booking for catering pitches.

Action: Clerk to collect the Banner from Swift Signs.

4. **CATERING**

The Committee resolved to just ask for a donation of the takings made on the day of the event from caterers.

Action: Clerk to contact caterers to confirm bookings.

5. **ENTERTAINMENT**

Live Music- The Committee confirmed the booked performers and set the schedule for the music acts as follows:

10.15-10.45 Izzy Stanyon

10.45-11.30 The Dales Pop Choir

11.30-12.30 A & J productions Danny

1-1.30 Amy Fudali

1.30-3 Local young artists provided by Blue box productions.

4-6 Belvoir Hills

Actions: Clerk to ensure all acts know the performance times and arrangements for dropping off instruments and equipment.

Blue Box Productions- Colin discussed with the Committee available performers and agreed to organise a selection of acts to perform between 1.30 and 3pm.

Action: Clerk to send Colin a copy of the risk assessments and public liability cover.

6. **PARKING**

The Committee discussed parking requirements and resolved to create additional disabled parking in Grove Square.

The Committee resolved to not appoint volunteers to take parking donations, however the Auction Mart may charge for this facility if they wish.



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Action: Clerk to contact Steven Walker at the Auction Mart to discuss this further.

7. SAFETY & SECURITY

Road Closure- The Committee discussed the road closure and resolved to obtain quotations from Hatten road management & other local companies for the installment of road closure signage, once received the Committee will be informed and take decision by email.

Action: Clerk to obtain road closure signage costs

Stewards- The Committee were updated that we still have not got confirmed stewards to man the crossing points.

Action: Cllr Sanderson & the Clerk to contact local companies re stewarding for the event.

8. FUNDING, SPONSORSHIP & PROGRAMME OF EVENTS-

The Committee reviewed the Draft Programme and made any final amendments.

Action: Clerk to go to Alverton Press with the Programme for printing.

9. TOWN DECORATION

The Committee put up all the bunting in town and resolved to take it down again the week after the event.

Action: Cllr Sanderson to arrange a date to remove the decorations after the event.

10. DATE OF NEXT MEETING-

The Committee resolved that the next Meeting will be held on Tuesday 24th September at 5.30pm in the Town Council Office, Thornborough Hall.
Any urgent updates before the next meeting will be sent to Committee Members by email.