



LEYBURN TOWN COUNCIL

Market and Burial Authority

Minutes of the UCI Committee held on Tuesday 10th September 2019

Present: Cllr Sanderson Cllr Beswick Cllr Spencely Clerk- Charlotte Smith

Two members from the A & J Productions Team

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

2. **DECLARATION OF INTEREST** - None

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

An update from the event manager was received stating that he will come up on the morning of the event and that there are no further updates or requests from the safety advisory group. The Bunting has arrived. Crowd control barriers are not available from RDC unfortunately, so quotations have been obtained.

4. **ENTERTAINMENT**

A & J productions informed the Committee that they would be able to provide entertainment and assist with commentary as well as interact with the crowd before the race comes through. **Live Music**- The Committee discussed the potential bands/performances for the event and resolved to book Belvoir Hill for a two hour set as well as contacting the other acts to confirm a schedule of timings.

Actions: Cllr Spenceley to contact bands to confirm bookings and arrange firm times for performances and enquire about the use of a room for A & J productions to change costumes and get ready on the day.

Cllr Beswick and Cllr Sanderson to contact Blue box productions to ask if they have any bands that would do a 20 minute set.

Clerk to ask Philip Sedgwick to do photos and pr, Tweet and advertise the event of social media.

Reserve 4 parking spaces at Thornborough Hall and one in town for the A & J Team on the day. Ask Dune events does the sound system have the ability to play music from a usb stick or phone?

5. **EVENT BUDGET**

The Committee reviewed the finances so far and reported that the event was still within the budgeted amount.

6. **SAFETY & SECURITY**

Barrier hire- the Committee resolved to hire crowd control barriers at the cost of £215+ VAT.

Actions: Cllr Sanderson to contact mighty events regarding stewarding for the crossing points.

Clerk to contact rdc again to request an update from the safety advisory group & nycc regarding the group road closure.



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7. **FUNDING, SPONSORSHIP & PROGRAMME OF EVENTS-** The Committee received an update from the Clerk on the number of confirmed adverts.

Action: Committee members to chase up adverts for the programme as the deadline for printing is 20th September.

Clerk to put together the programme and send to Alverton Press.

8. **TOWN DECORATION**

Bunting- The Committee resolved to put up the bunting in the Market Place on Tuesday 18th September.

Banner- The Committee resolved to obtain a banner from swift signs.

Action: Cllr Sanderson to arrange the use of a machine to erect the bunting.

Clerk to contact Leyburn Police to ask permission to affix bunting to the front of the police station building.

9. **DATE OF NEXT MEETING-** date for the next Committee Meeting Tuesday 17th at 7.30pm Thornborough Hall.