



LEYBURN TOWN COUNCIL

Market and Burial Authority

Minutes of the UCI Events Committee meeting held on Tuesday 20th August

Present: Cllr Beswick
Chris Noble

Cllr Sanderson
Clerk Charlotte Smith

1. **APOLOGIES** – received and accepted from Cllr Spenceley
2. **DECLARATION OF INTEREST** -none.
3. **MINUTES FROM MEETING ON MONDAY 5TH AUGUST, 2019**- Approved and signed as a correct record.
4. **WELCOME AND INVITATION FOR MEMBERS OF THE PUBLIC TO JOIN THE COMMITTEE.**
Cllr Sanderson Welcomed Chris Noble to the Committee.
5. **UPDATE FROM THE CLERK SINCE LAST MEETING**- The Clerk updated the Committee comments received back from Yorkshire 2019 regarding the number of barriers they will provide and that a TENS License is not needed from RDC for the event.
6. **ENTERTAINMENT**
 - a. **Live Music**- the Committee discussed and agreed the timings for the live music throughout the day.

Action: *Cllr Spencely to contact bands regarding times. Clerk to contact Dune Events about Drum kit hire & send Cllr Beswick contact details for Wensleydale School Band. Cllr Sanderson to contact Mr Orkney to request commentary.*

7. **SAFETY & SECURITY**- The safety requirements were discussed and the Committee resolved to obtain additional barriers from RDC.

Action: *Clerk to contact RDC about additional barrier hire and to receive an update from the Safety Advisory Group.*

8. **TOWN DECORATION**- The Committee discussed the prices for lamppost drapes and resolved to just purchase bunting for the town decorations and to contact businesses in the town encouraging them to decorate shop fronts and windows. There will be a competition for the best dressed shop front/window.

Action: *Clerk to write letters informing businesses about the competition.*

9. **FINANCES**- The Committee noted the current expenditure and income.

10. **PROGRAMME & SPONSORSHIP**-The Committee discussed the programme of events and resolved to get the programme designed and printed by Alverton Press.
Cllr Sanderson updated the Committee that Metcafle Farms & Truck Technics have agreed to sponsor the stage for the event. Further sponsorship was discussed and a list of local businesses to approach was created. The Committee resolved to send letters to all local businesses asking if they would like to place an advert in the programme and to create posters to advertise the event.

Action: *Clerk to create & print sponsorship request letters and create A5 poster.*

11. **CAR PARKING**- Update from Cllr Sanderson that permission has been granted to use Leyburn Auction Mart for parking. The Committee resolved to arrange a field to be available as an overspill carpark and could be opened if necessary.

Action: *Cllr Sanderson to contact farmer to request use of field towards Bellerby if needed.*

12. **DATE OF NEXT MEETING**- Thursday 29th August 6pm.