

## FULL COUNCIL

**Date: 20 February 2024**

**Title: Calendar of Events**

### **Purpose of Report**

Members to consider the calendar of events.

### **Recommendation:**

For Members to resolve to agree the events listed in the report to Full Council and appended calendar of events for the period from April 2024 – December 2024.

### **Report**

1. Members have delegated authority at the Full Council Meeting on the 16 May 2023 to the Town Clerk.
  - *to manage the day-to-day operation of the Council's services, buildings, land and all other assets for which the Council has responsibility, in line with the budgets and policies approved by Members. This is to include the overseeing of all events and activities that take place on the Council's land.<sup>1</sup>*
2. Officers endeavour to bring to Members attention at meetings any events or activities that they are requested to approve on council land or using council property. This is done through Agenda Items for meetings if time allows or through notifying Members in emails. Members opinions on the suitability of these events is then taken into account when agreeing whether the events should go ahead or not.
3. Detailed below are a number of events, most that take place on an annual basis and Members are being asked to affirm their agreement that they be allowed to take place. A summary table of the events has been included with this report as **Appendix 14A**.
4. Members should note that whilst they are in a position to authorise the use of the Town Council's facilities, they have no jurisdiction over events that take place on the highways and pavements in the town. When notified of events that affect the highways, the council can always comment as a consultee.
5. Officers always try to work closely with organisers of events in an effort to ensure that the minimum of disruption takes place whilst at the same time trying to provide guidance and information. Where events are using IEF land, organisers will be informed that additional permission may be required from other organisations.
6. For all events on council land, the necessary formalities are requested and checked such as risk assessments, insurance details and other documentation.

---

<sup>1</sup> Ilminster Town Council Scheme of Delegation – 17 May 2023

**Party on the Park – 25 Aug 2024 12 noon – 20:30hrs.**

- A request has been received from the organisers of Party on the Park for the event to take place on the recreation ground.
- In line with the proposed charging policy a deposit of £500.00 is to be requested.
- In 2021, 2022 and 2023 the Classic car show joined Party on the Park. The organisers of the event are intending to offer them this opportunity again this year, and if they accept this would start at 10am.  
The set up will take place early on the Sunday 25 August and be cleared by the following morning.

**Iminster Children's Carnival and Iminster Main Carnival - 28 Sept – 5 Oct 2024**

- A request has been received from the organisers of the Children's Carnival being held on Saturday 28 September 2024 and the Main Iminster Carnival being held on Saturday 5 October. These events will take place in the Market House and throughout the town centre: An application for road closure through SC for the Children's and Main Carnival is being organised by the carnival committee.
- Children's carnival to be held during the day, including the use of the Market House. The main carnival to be held early evening/evening.

**Christmas Lights Festival (Formerly Victorian Evening) - 22 Nov 2024**

- A provisional request has been received from the organisers of the Christmas Lights Festival (Victorian Evening) for the event to take place in the Market House on Friday 22 November 2024, but this has yet to be formally confirmed.
- An all-day event with carol singing, by local children, followed by a band in the Market House and the Christmas Lights Festival (Victorian Evening) incorporating the switching on of the Iminster Christmas lights in the evening.
- As in the past, officers will appraise Members of the event as more information becomes known.

**Location:** Throughout the town centre: Application for road closure through SC 16:30 - 21:00hrs, to be arranged by organisers.

**Intended Activities: (It should be noted that many of these activities are not in the gift of the Town Council to approve or reject):**

Switch on Christmas lights: approx. 19:00 depending on presence of press, possibility of celebrity switch on.

Band in Market House from 18:00 - 20:00hrs

Shop Window Competition (theme undecided yet)

Food: Usual number of food vendors (5-6 including Bonners and Gemini CC)

Alcohol: Lions Club mulled wine (location to be decided)

Parade: exploring possibilities of a mini walking carnival including Town Crier and Father Christmas sleigh.

Final events during the day and evening to be confirmed at a later date.

- Organisers arrange and pay for Tesco public toilets to be opened later in the evening.
- Following the success of the Old Magistrates Court cells tours, officers are considering repeating this for 2024.

**IMEX - 7 Jun – 9 Jun 2024**

- A request has been received on behalf of IMEX (Midsummer experience) for permission to use the recreation ground on Sunday 9 June 2024. The area east of the cricket club pavilion and the western half of this area (the old football pitch) for the Classic Car Show (CVS) and the rest for the use of various stalls, Family Dog show, entertainment and a food court. There is no substantial change from previous years activities.
- **For your information and subject to advice from SC, IMEX are intending to hold the Food and Craft market, as usual on Saturday 8 June 2024 and this will require closure of Silver Street (being requested from SC) from the Market House to Court Barton. Request to use the Market House for the “Suitcase market” to be considered by Members. To be held 8am – 4pm.**
- **Members to consider: ITC have been invited to hold a stall similar to last year, with gazebo, information boards, in the front entrance to Herne View School, Silver Street on Saturday 8 June.**

**Funky Flying Bazaar – various dates**

- A request has been received on behalf from the organisers of Funky Flying Bazaar to take over the whole of the Market House on the following dates for their vintage clothing and accessories market:

Friday 23 February	Friday 26 July
Friday 22 March	Friday 30 August
Friday 26 April	Friday 27 September
Friday 31 May	Friday 25 October
Friday 28 June	Friday 29 November

- Ilminster Town Council have had some great feedback about utilising the Market House on Fridays, encouraging footfall to the town centre.
- These events to be charged in line with current Market fees.
- Members have already delegated authority to officers to manage events in the Market House in an effort to expand the Market and the use of the Market House.

**Roots & Shoots – every 3<sup>rd</sup> Friday of the month, 15:30 to approx. 18:00hrs**

- A request has been received from the organisers of Roots & Shoots to take over part of the recreation ground, near the toilet block / Tuck Shop to hold children’s activities. This has been very successful in 2023.

**Scarecrow Competition - 3 Jun to 9 Jun 2024**

- In previous years Members have agreed to support an annual Scarecrow Competition in conjunction with IMEX. Officers to organise, advertise, collate entries, maps and organise prizes.
- Winners to be announced at IMEX on Sunday 9 June by the Mayor.
- Members to volunteer – 3 judges as per previous years.
- Members to authorise prizes (or equivalent to) £10 third prize, £20 second prize, £30 first prize, delegated to officers to organise the prizes.

**Easter Egg hunt - 28 Mar to 12 Apr 2024**

- Last year was the first year the Grounds Team organised the Easter Egg hunt. It was a great success, we received great feedback from the children of Ilminster having

had lots of fun, locating the various wooden decorated eggs and “the special golden egg” placed around Herne Hill Nature Reserve and the recreation ground.

**Jennings - Marshall Herbert's Funfairs – various dates**

- A request has been received from Jennings - Marshall Herbert's Funfair to use the recreation ground for the fair.
- Arriving 29 July and leaving 4 August 2024. Also, in conjunction with carnival week, arriving on 29 September 2024 to 6 October 2024.
- Deposit of £500.00 to be requested alongside rent of £500.00.

**Halloween Competition – dates to be confirmed**

- In previous years Members have agreed to support the annual Halloween Competition. Officers to organise, advertise, collate entries, maps and organise prizes and 3 volunteer Councillor judges.  
The provisional dates for this are 31<sup>st</sup> October 2024, week commencing school half term. Winners to be presented certificates and prizes by the Mayor.
- Members to authorise prizes (equivalent to) £5 third prize, £10 second prize, £15 first prize, for each category: Best children's costume, Best pumpkin and Best dressed house. Delegated to officers to organise.

**Fairtrade Fortnight commencing – 9 Sept - 22 Sept 2024**

- A request has been made to Members, for the organisers to be allowed to put up banners and other marketing materials at various council-maintained facilities. It is being proposed that Members delegate authority to officers to help Ilminster Fairtrade to promote Fairtrade Fortnight.

**Christmas Tree Festival 2024 – dates to be confirmed**

- In previous years Members have agreed to support the annual Christmas Tree Festival. Members to agree to organise a tree for the Christmas Tree festival, 2 councillors to volunteer and assist officers to organise, decorate and help with the decorating of the tree in The Minster.
- Mayor to choose a local charity that donations can be given to.

**Bonfire night - date to be confirmed**

- Last year, agreement was reached between Town Council and Ilminster Sports Club Ltd of where the bonfire could be sited on Britten's Field within a specified rectangular area and alternated each year. It was also agreed that metal sheets would be laid on the ground underneath the bonfire to negate the need to remove the turf or dig any holes.
- The date has yet to be confirmed by Ilminster Sports Club Ltd.

**Allison Brown  
Administration Officer  
February 2023**