

Committee: FULL COUNCIL

Date: 21 February 2023

Title: Calendar of Events

Purpose of Report

Members to consider the calendar of events.

Recommendation:

For Members to resolve to approve the events listed in the report to Full Council in February 2023 and appended to the Minutes of this meeting.

Report

1. Members have delegated authority at the Full Council Meeting on the 17 May 2022 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.¹*
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 report as **Appendix 19A**.
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 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.

¹ Ilminster Town Council Scheme of Delegation – 17 May 2023

Party on the Park

- A request has been received from the organisers of Party on the Park for the event to take place on the recreation ground on Sunday 27 August 2023 12 noon to 20:30hrs
- In line with the proposed charging policy a deposit of £500.00 is to be requested.
- In 2021 and 2022, the Classic car show joined Party on the park and the organisers of the event are intending to offer them this opportunity to take part again, if they accept this would start at 10am.
The set up will take place early on the Sunday 27th August and be cleared by the following morning.

Iminster Children's Carnival and Iminster Main Carnival

- A request has been received from the organisers of the Children's Carnival being held on Saturday 30th September 2023 and the Main Iminster Carnival Committee being held on Saturday 7th October for the events to take place in the Market House and throughout the town centre: An application for road closure through SSDC for the Children's and Main Carnival are being organised.
- 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)

- 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 the 17th November 2023 but this has yet to be formally confirmed.
- An all-day event with carol singing 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 SSDC 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 evening and day to be confirmed at a later date.

- Organisers arrange and to 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 2023.

IMEX

- A request has been received on behalf of IMEX (Midsummer experience) for permission to use the recreation ground on Sunday 11th June 2023. 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 SSDC, IMEX are intending to hold the Food and Craft market, as usual on Saturday 10th June 2023 and this will require closure of Silver Street (Being requested from SSDC) 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.
- IMEX will commence from 9th June – 11th June 2023.

Funky Flying Bazaar

- A request has been received 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:
 - a) Friday 7th April
 - b) Friday 2nd June
 - c) Friday 4th August
 - d) Friday 6th October
 - e) Friday 1st December
- 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.

Scarecrow Competition

- In previous years Members have agreed to support an annual Scarecrow Competition. Officers to organise, advertise, collate entries, maps and organise prizes.
- The provisional dates for this are 2 June to 11 June 2023.
- Winners to be announced at IMEX on Sunday 11th June.
- 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

- 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, trying to locate the various wooden decorated eggs and “the special golden egg” placed around Herne Hill Nature Reserve and the recreation ground.

- The provisional dates for this are 3rd April to 11th April 2023.

Marshall Herbert's Funfairs

- A request has been received from Marshall Herbert's Funfair to use the recreation ground for the following dates.
 - a) Arriving 15th May and leaving 22nd May 2023.
 - b) Arriving approx. 29th September and leaving 9th October, in conjunction with Carnival week.
- Deposit of £500.00 to be requested.

SSDC Playdays 2023

Every year a request has been made to the office for the organisers to be allowed to use the recreation ground. They organise free play sessions for the Children of Ilminster to attend free of charge. In 2022, Playdays requested two dates within the summer holidays. Playdays sessions are run and organised by SSDC.

Halloween Competition

- In previous years Members have agreed to support the annual Halloween Competition. Officers to organise, advertise, collate entries, maps and organise prizes.
The provisional dates for this are 24 October to 31 October 2023
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 the prizes.

Fairtrade Fortnight commencing 27 February 2023

- A request has been made to the office 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 commencing 27 February to 12th March 2023.

Christmas Tree Festival 2023

- In previous years Members have agreed to support the annual Christmas Tree Festival. 3 councillors to volunteer and assist Officers to organise.
- Mayor to choose a local charity that donations can be given to. Date is to be confirmed – possible week commencing 10th December 2023.
- Members to agree to organise a tree for the Christmas Tree festival and decorate it and organise 3 councillor volunteers help with the decorating the tree in the Minster.

Allison Brown
Administration Officer
February 2023