

HUNTINGDON TOWN COUNCIL

EVENTS SUB COMMITTEE

To: All members of the Events Sub Committee

A meeting of this Sub Committee will be held at HUNTINGDON TOWN HALL, MARKET HILL, HUNTINGDON, on TUESDAY 4th AUGUST at 11.00am, in Court Room Two.

A G E N D A

6. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence

7. **MINUTES**

To receive and approve the minutes of the previous meeting held on 24th June 2015 (M1) (attached)

8. **DECLARATIONS OF INTEREST**

To hear any declarations of interest in items on this agenda (see notes)

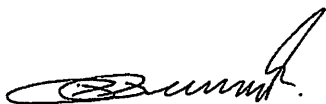
9. **FORTHCOMING EVENTS**

To discuss forthcoming events that fall under the Events Sub Committee's responsibility, in particular:

- (i) HRH Queen Elizabeth II serving as longest reigning British Monarch – 10th September 2015
- (ii) Centenary of RAF Wyton and Anniversary of the Freedom of the Town – 2016
- (iii) Oxmoor Disaster 1977 – 40th Anniversary Memorial – May 2017

10. **DATE & AGENDA OF THE NEXT MEETING**

TBC



Philip Peacock
Town Clerk

Date: 28th July 2015
Huntingdon Town Hall,
Huntingdon,
PE29 3PJ

Copies for information to:
The members of Huntingdon Town Council

Notes

A. Disclosable Pecuniary Interests

- (1) Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.
- (2) A Member has a disclosable pecuniary interest if it
- (a) relates to you, or
 - (b) is an interest of -
 - (i) your spouse or civil partner; or (ii) a person with whom you are living as husband and wife; or (iii) a person with whom you are living as if you were civil partners and you are aware that the other person has the interest.
- (3) Disclosable pecuniary interests includes -
- (a) any employment or profession carried out for profit or gain;
 - (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);
 - (c) any current contracts with the Council;
 - (d) any beneficial interest in land/property within the Council's area;
 - (e) any licence for a month or longer to occupy land in the Council's area;
 - (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or
 - (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

B. Other Interests

- (4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.
- (5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -
- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Council's administrative area, or
 - (b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.

HUNTINGDON TOWN COUNCIL**EVENTS SUB COMMITTEE**

A meeting of the Events Sub Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Wednesday 24th June 2015 at 7.00pm.

Present: Councillors J Dyne; T Forster; S Gifford; S McAdam; S Mulcahy and Co-opted member Doug McIlwain (Chairman)

Absent: Councillor P Kadewere

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors; B Manning and R Valatka

2. **DECLARATIONS OF INTEREST**

There were none.

3. **TERMS OF COMMITTEE**

- (i) The Chairman advised Members that in accordance with the Town Council's newly adopted Standing Orders, all Sub Committee meetings should be closed meetings with no members of the public in attendance. Members were advised that Councillors who weren't Members of the Events Sub Committee could attend the meetings but would not be able to provide any input or vote on any decisions made. The Chairman asked Members whether they were happy with this arrangement for the Events Sub Committee and it was

RESOLVED to hold all Events Sub Committee meetings as closed meetings.

- (ii) The Chairman advised Members that should the Sub Committee wish to, they could appoint co-opted members to join the Committee for their help and expertise with individual events. Members were in agreement that this could be valuable for events where an individual co-opted member could bring value and knowledge to the group. It was therefore

RESOLVED to appoint co-opted members onto the Events Sub Committee for individual events, where necessary.

Finally, the Chairman advised Members that as a co-opted member of the Events Sub Committee, he had no voting rights and that in the event of a tie, the final decision would go to the Town Clerk.

4. FORTHCOMING EVENTS

Members had before them a list of prospective forthcoming events through until 2018. The Chairman advised Members that a meeting had taken place with the Town Clerk and the Senior Administrator to identify a number of anniversaries, milestones and specific events that could be managed by the Events Sub Committee.

The Chairman explained that Huntingdon Town Council ran a number of Civic and Community events across the year and that these would not be the responsibility of the Events Sub Committee. Members were advised that the role of the Events Sub Committee was to oversee and manage one off events that came up outside of the usual events calendar.

The Chairman was keen to forward plan for all future events for budgetary purposes but highlighted that all events needed to be relevant to the town and mindful of the taxpayer.

Members went through the list of suggested forthcoming events, with the Chairman providing suggestions as to how each could be marked:

(i) **HRH Queen Elizabeth II serving as longest reigning British Monarch – 10th September 2015**

The Chairman reported to Members that this event could be marked by a local Town Crier, the Mayor of Huntingdon and the Deputy Mayor of Huntingdon reading a declaration from the balcony of Town Hall, suggesting a time of 11am. Members agreed that local Schools could be invited to bring classes down to the Market Square to view the declaration but that with not having any budget for the event, this should be a fairly low key event. Members were in further agreement that the event should be robed but questioned where a local Town Crier could be sourced from.

The Senior Administrator advised Members that there were four local Town Criers registered on the Ancient and Honourable Guild of Town Criers – City of Ely, Peterborough, St Neots and Stamford. Members heard that there was an online request form to submit any queries about obtaining a Town Crier and that this could be done imminently in order to confirm attendance of an available Town Crier. The Chairman asked whether the Town Crier for the City of Ely could be contacted initially before submitting an online request form in case this jeopardised the likelihood of a Town Crier being available. Members were in agreement with this suggestion and it was

RESOLVED to contact the Town Crier for the City of Ely to check on availability for the 10th September 2015. It was further

RESOLVED to contact local Schools to invite them to view the declaration and to publicise the event in the local press, encouraging more people to mark the milestone.

(ii) HRH Queen Elizabeth II 90th Birthday – 21st April 2016

The Chairman advised Members that this event could be marked and celebrated in conjunction with the annual celebration for Saint George's Day. In 2016, celebrations for Saint George's Day would take place on Friday 22nd April. This would be in the form of a Church Service and an evening dinner. Members suggested that a small montage could be displayed of HRH Queen Elizabeth II's life in the Town Hall, which could be viewed by those attending the dinner. Members were all in agreement that partnering with the celebrations for Saint George's Day was the most suitable way to mark HRH's Birthday and it was

RESOLVED to speak to the Royal Society of Saint George to suggest the joint celebration.

Members moved on to discuss sending a celebratory letter or card to HRH from Huntingdon Town Council and it was agreed that this should come from the Mayor of Huntingdon. The Senior Administrator suggested that local schools could take place in a competition, designing a card for the Queen's 90th Birthday. The winning design could then be used as the official Birthday card to send from Huntingdon Town Council. The winning design could be put to a public vote. Members were in agreement that this should be done and it was

RESOLVED to speak to all local schools to encourage participation in the competition.

Clerk's note: A prize has been provisionally confirmed for the class of the winning birthday card design. Local food chain Frankie and Bennys Huntingdon has offered a free meal and party for the winning pupil and their class.

It was further discussed and

RESOLVED that for point (i) and point (ii) Union Jack flags should be flown around the Market Square to mark the events.

(iii) Centenary of RAF Wyton and Anniversary of the Freedom of the Town – June 2016

The Chairman advised Members that in order to mark this event, Huntingdon Town Council would need to create a new crest for the Town. Members heard that this crest would cost in the region of £6,000 but that after the expenditure had been incurred, this would form the official crest of Huntingdon for the rest of Huntingdon Town Council's existence. Members asked whether the crest could be made in house to save on the cost but the Chairman advised that the crest had to be legally binding and recognised as an official crest of the Town. Members were further informed that if Huntingdon Town Council was to award the Freedom of the Huntingdon to any further organisations or individuals then the same crest would be used as an official crest to make the award.

The Chairman informed Members that it would appear sensible to mark the events listed as (iv) and (v) at the same time as (iii) due to the link with RAF Wyton, the 75th Anniversary of the flight of the Lancaster and the return of the Colours of the 31st Foot to the Royal Regiment Princess of Wales.

Members were advised that a 3D floral display had been planned to mark the 75th Anniversary of the Lancaster, which would be planted at the Corn Drill site. Members were also advised that the date for the return of the Colours was not confirmed and could be delayed until 2017.

After discussions surrounding the creation of a new Town Crest and marking the three events it was

RESOLVED that a crest should be officially created and that planning would commence once dates had been secured.

(vi) Gubbio Flag Throwers come to Huntingdon

Members were informed that this event was to be noted, due to the Twinning Association running the event. The date of the Gubbio Flag Throwers coming to Huntingdon was advised to be the 25th and 26th September 2016. Members agreed that it would be fitting to have a display on the Market Square and it was

RESOLVED to note the event.

(vii) 75th Anniversary of Desert Island Disks – January 2017

The Chairman advised Members that this could be run as a fundraising event. One Member highlighted that this had been done before and was highly successful. It was therefore

RESOLVED to begin planning such an event nearer to the time of the Anniversary.

(viii) HRH Queen Elizabeth II 70th Wedding Anniversary – 20th November 2017

The Chairman advised Members that this Anniversary should be marked but that in light of the ages and health of HRH Queen Elizabeth and The Duke of Edinburgh, Prince Philip, the Events Sub Committee should be proactive in any arrangements required for the town, should any member of the Royal Family pass away. It was therefore

RESOLVED to note the date of the Anniversary and to arrange a meal in honour of HRH The Queen and The Duke of Edinburgh, if appropriate to do so.

(ix) Huntingdon to host Twinning Youth Festival – 2018

Again, the Chairman advised that this event was one to note, due to it falling under the organisation of the Twinning Association.

(x) Centenary of the end of WWI – 11th November 2018

The Chairman referred Members to the event held in September 2014, to mark the centenary of the beginning of WWI. The Chairman felt that although Riverside Meadows was a picturesque setting to mark such an event, it was hidden from members of the public and therefore deterred a section of the community from attending. Members agreed that to mark the end of WWI, an event on Riverside

Park would be more visible and therefore more popular. The Chairman also suggested that a Church Service would be appropriate for 2018 and it was

RESOLVED to start with arrangements for this event nearer to the time of the Centenary.

Clerk's note: On the 1st July 2015, the Leisure Development Sub Committee made a recommendation to install a second commemorative bench at the Sebastopol Cannon Site to mark the centenary of the end of WWI.

(xi) 300th Anniversary of the 4th Earl of Sandwich – 2018

The Chairman suggested that to mark this Anniversary, Huntingdon could host a Sandwich Festival. Local Schools could be invited to design a sandwich as well as local pubs and restaurants.

One Member highlighted that the 4th Earl of Sandwich invented the Sandwich whilst playing cards and that this could be incorporated into the Festival.

Another Member suggested inviting Huntingdon's Twin Towns to the Festival, inventing their own sandwich.

The Chairman advised Members that if organised and promoted well, the event could become nationally publicised and ultimately raise the profile of Huntingdon. It was therefore

RESOLVED to form a plan for the event in order to make it as successful as possible.

The Senior Administrator advised Members that Commonwealth Day would fall on Monday 14th March 2016 and asked whether the Events Sub Committee would like to mark the event in any way. Members were informed that traditionally, a flag raising event would take place at Pathfinder House in Huntingdon but that there could be the option for Huntingdon Town Council to hold an event. It was agreed that it was important to ensure Huntingdon officially marked the day and it was

RESOLVED to contact Huntingdonshire District Council to find out their plans and to offer that Huntingdon Town Council could hold the event if agreeable.

Finally, the Chairman highlighted another forthcoming anniversary for Huntingdon; the plane crash on the Oxmoor which would mark 40 years in 2017. Members were in agreement that a fund should be set up to raise money for a memorial bench or plaque and that an outdoor service should take place to mark the tragedy. It was therefore

RESOLVED to look into setting up a fund and to involve the Medway Centre Manager with marking the event.

5. DATE & AGENDA OF THE NEXT MEETING

The Chairman asked Members whether daytime meetings would be agreeable, due to the Town Clerk being available for clarification if needed, and to fall in

conjunction with Newsletter Sub Committee meetings. Members agreed that Mondays and Tuesdays would work best and it was

RESOLVED to have meetings when required, falling after any Newsletter Sub Committee meetings on Tuesdays at 11am.

CHAIRMAN