



KIRKBYMOORSIDE TOWN COUNCIL

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Minutes of the Events Committee meeting held via Zoom at 2pm on Wednesday 8 January 2025.

Present: Councillors C Bettany, J Coughlan (Chair), A Moffat and S Woodhams.

EC24001 Cllr Coughlan was appointed Chair.

EC24002 There were no apologies for absence with the full complement of Committee members present.

EC24003 There were no Declarations of Interest in items on the agenda.

EC24004 Public Session - to allow members of the public to make representations, ask questions and give evidence in respect of any items of business. None present.

EC24005 The Terms of Reference were **reviewed** and the committee agreed to be recommended to full Council the addition of an item 6.2, in respect of additional meetings to allow progression of arrangements:

DRAFT TERMS OF REFERENCE FOR KIRKBYMOORSIDE TOWN COUNCIL EVENTS COMMITTEE

1. The Committee will be known as KIRKBYMOORSIDE TOWN COUNCIL EVENTS COMMITTEE. It will be a Committee of the Town Council.
2. All voting members of the Committee are subject to the "Model Code of Conduct" and should be aware of the contents of the Code, complete the Register of Interest and act accordingly.
3. The Committee shall manage and promote Town Council events.
- 4.1 The Committee will strive to secure sponsorship wherever possible to minimize the cost to the local electorate.
- 4.2 The Committee will have a modest budget set when the precept is determined by recommendation to the Finance Committee. The Town Council will fix the budget for the following year and determine the amount, if any, to be obtained from Town Council resources. The Committee will be responsible for raising any additional funds.
- 4.3 If necessary, the Committee may recommend to the Town Council the spending of such sums as it thinks fit for items in excess of the allocated budget.
- 5.1 The composition of the committee is to be four Council members.
- 5.2 The quorum will be three.
- 6.1 The Committee will meet at least 4 times each year.
- 6.2 Additional sub-committee meetings, for the purpose of progressing arrangements for events already approved, will be held subject to requirement.
7. The Committee will follow the Council's Standing Orders for convening its meetings as those applied to meetings of the Full Council.

EC24006 The format of the Community Awards was reviewed. The following recommendations to full Council were agreed:

Community Celebration Event

- to be held triennially;
- timings adjusted to allow an earlier finish in response to feedback from the 2024 event;
- the format to be determined according to the appetite of the participants at the time.

Community Awards Ceremony

- to be held annually;
- to hold the 2025 event in late September, date to be determined by availability of the venue;
- to be held in the Memorial Hall if available. Alternative venues to be considered if necessary including the Band Hall and Moorside Club;
- to include window dressing competition;
- to secure sponsorship for full event costs;
- to include the following award categories: an individual, a group/organisation, young person(s) and the Town Council's award;
- judges to be appointed by the Town Council

Honours Board

- to note that permission has been given for installation of the honours board in the Memorial Hall (as per Awards Policy adopted 18 March 2024¹) and the funds to cover the cost of the board have already been secured and funds are being held
- to delay production of the physical honours board until the design specifications are finalised (accommodating a variation of award categories) and agreed. Details of all Award recipients will continue to be published on the Town Council website.

As a matter of administration the committee **agreed** the allocation of remaining funds from the 2024 event budget to purchase magnetic name badges. The committee **noted** that there are no cost implications associated with online form software as this will be allocated to Cost Code 11.

EC24007 Information about the 80th Anniversary of VE Day on 8th May 2025 was **received**. It was noted that there have been no expressions of interest received from members of the public for an event on this occasion.

EC24008 There were no questions to the Chair.

EC24009 The date of the next meeting on 26 March at 2pm via Zoom was **agreed**.

The meeting concluded at 2.59pm

¹ Extract of Awards Policy: The Awards will consist of recipients having their names enrolled on an **Honours Board** (the property of Kirkbymoorside Town Council but hung by kind permission of the Kirkbymoorside Memorial Hall Management Committee in the Memorial Hall and on permanent display).