

Sevenoaks Town Partnership

Events Committee

To be held at Sevenoaks Town Council, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG

6.30 pm : Wednesday 17th July 2019

AGENDA

At the start of the meeting there will be a 30 minute training session on Risk Assessments for Events by Amenity Training.

- 1. Introductions and Apologies for Absence**
- 2. Minutes of meeting held on 3rd April 2019**
To receive a copy of the minutes from the meeting held on 3rd April (copy attached)
- 3. Presentation relating to Event Health and safety:**
including risk assessment by Paul Bannister from Amenity training
- 4. Shared Resources**
To note shared resources available such as PA system, chairs and marque.
- 5. Volunteer Contact Database**
Creation of volunteer database for all events.

**Notes of the meeting of the Sevenoaks Town Partnership Events Committee
held on 3rd April 2019 at 6.30pm
at the Sevenoaks Town Council Chamber**

Present:

Cllr Maxine Chakowa (Chairman)	Sevenoaks Town Council/Specsavers
Bonnie Tarling	Sevenoaks Town Council
Linda Larter	Sevenoaks Town Council
Ray Russell	Sevenoaks Summer Festival
John Levett	Sevenoaks Summer Festival
Steph Harrison	Pink Week/My Sevenoaks Community
Rebecca Malkin	National Trust – Knole
Mary Hayward	National Trust – Knole
Cllr Roderick Hogarth	Sevenoaks Town Council

Apologies for Absence:

Cllr Mrs Pam Walshe – Sevenoaks Town Council
Hannah Kay – National Trust, Knole

1	<p>Minutes of meeting held on 23rd January The minutes of the meeting held on 23rd January were received and agreed.</p>	
2	<p>STP/STC Events taking place in 2019 The attached calendar of events was discussed.</p> <p>It was noted that groups hosting events should contact the STP Events Committee to help promote via social media and weekly email newsletter. This could be by telephone or email – 01732 459 953 or admin.tp@sevenoakstown.gov.uk</p> <p>It was noted that the Summer Festival Brochure and tickets would be available from 10th April.</p> <p>Knole informed the group that they had several events coming up throughout the year and would send details to the Committee Clerk to include in the calendar of events.</p> <p>It was noted that the aim of the Events Committee was to share experience and resources including volunteers.</p> <p>Training/discussions would take place on different topics in the future eg. Risk Assessments for Events</p>	

3	<p>Shared Resources</p> <p>It was noted that the Town Council had the attached equipment that can be used for hire by other event organisers.</p> <p>STP Events Committee was still looking into the possibility of purchasing a Stage.</p> <p>Funding was need for approximately £35,000. Part of the funds could be applied via a CIL Grant (50%) the other 50% would need to be raised via other donations.</p>	
4	<p>Volunteer Contact Database</p> <p>STP Events Committee would like to compile a list of volunteers for future events, helped by My Sevenoaks Community. If anyone would like to be added to the list (no obligation to help at every event, but would receive notification of events needing help) please contact the Committee Clerk on 01732 459 953 or email admin.tp@sevenoakstown.gov.uk</p>	

The Meeting was closed by the Chairman at 7.40 pm.