

Sevenoaks Town Partnership

Events Committee

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

6.30 pm : Wednesday 3rd April 2019

AGENDA

1. **Introductions and Apologies for Absence**
2. **Minutes of meeting held on 23rd January 2019**
To receive a copy of the minutes from the meeting held on 23rd January (copy attached)
3. **STP/STC (and related) Events taking place in 2019**
 - I. To discuss the events planned for 2019 (report attached)
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 23rd January 2019 at 6.30pm
at the Sevenoaks Town Council Chamber**

Present:

Cllr Maxine Chakowa (Chairman)	Sevenoaks Town Council/Specsavers
Cllr Andrew Eyre (Vice Chairman)	Sevenoaks Town Council/Stag
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
Michele MacDonald	Sevenoaks Town Council
Austin Blackburn	Go Coach
Gill Saich	Go Coach
Anna Garaninu	Sevenoaks District Council (SAG)
Alex Dawson	Sevenoaks District Council (SAG)
Byron Brown	Bradbourne Residents Association
Elizabeth Dolding	Sevenoaks Town Partnership Board Member

Apologies for Absence:

Julie Philips – Sevenoaks & District Chamber of Commerce
Amanda Owens – Bradbourne Residents Association

Before the meeting a presentation was received from Alex Dawson & Anna Garaninu regarding SAG (copy attached).

All agreed that the presentation had been most informative and the Chairman thanked Alex & Anna for giving their time to talk to the Events Committee.

1	<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.</p>	<p>Actions To add the following events: Cricket Week Literary Festival</p>
2	<p>Shared Resources It was noted that the aim of the Events Committee was to share experience and resources including volunteers.</p> <p>It was noted that the Town Council had the following equipment that had been used by several groups for events in the past.</p>	<p>To collect a database of volunteers (noting requirement of GDPR) to contact and advise of events where help was needed.</p> <p>STP Events Committee was still looking into the possibility of purchasing a Stage.</p>

SEVENOAKS ANNUAL PROGRAMME OF EVENTS
Supported and promoted by Sevenoaks Town Partnership
Supported and promoted by Sevenoaks Town Council

Ref	Event	Dates if known	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Mayor's Fire Walk at the Vine	02.02.2019		✓										
	Mayor's Quiz Night	09.02.2019		✓										
	10K Race at Knole	17.03.2019			✓									
	Mayor's Pancake Race at the Vine	05.03.2019			✓									
	Mayor's Easter Egg Hunt at the Vine	20.04.2019				✓								
	Sevenoaks Business Show at Stag Plaza	26.04.2019				✓								
	Festival on the Vine Gardens – Themed Events	25.05-27.05.2019					✓							
	Wellbeing Show at Stag Plaza	17.05.2019					✓							
	National Cemeteries Week	11-19.05.2019					✓							
	Bouncy Kingdom at Greatness	29.05 – 03.06.2019					✓							
	Love Your Local Market	17.05.2019-31.05.2019					✓							
	Summer Festival	22.06.2019-07.07.2019						✓	✓					
	Armed Forces Day/Charity Fayre	29.06.2019						✓						
	Hospice in the Weald Sundown Walk	15.06.2019						✓						
	Bands on the Vine Sunday afternoons							✓		✓				
	Bands on the Vine Thursdays							✓		✓				
	South East in Bloom – all July Judging Day	Date to be confirmed							✓					
	Independent Shopping Day	04.07.2019							✓					
	Cricket Week	Date to be confirmed							✓					

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	Summer Festival	22.06.2019- 07.07.2019						✓	✓					
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	Hospice in the Weald Sundown Walk	15.06.2019						✓						
	Bands on the Vine Sunday afternoons							✓		✓				
	Bands on the Vine Thursdays							✓		✓				
	South East in Bloom – all July Judging Day	Date to be confirmed							✓					
	Independent Shopping Day	04.07.2019							✓					
	Cricket Week	6-13.07.2019							✓					
	Live on the Vine	19.07.2019							✓					
	Summer Play Dates	Dates to be confirmed								✓				
	Skatepark Event at Greatness	03.08.2019								✓				
	Sevenoaks Business Awards	13.09.2019									✓			

