



EVENTS COMMITTEE

11 January 2024

Dear Councillor

NOTICE IS HEREBY GIVEN that a Meeting of the Events Committee at which your attendance is summoned, will be held at **The Manor House, Old Town Street, Dawlish, EX7 9AP** on **Tuesday, 16th January 2024 at 7.00 pm** to transact the business specified in the Agenda as set out.

Events, Projects and Tourism Officer

Distribution: The Mayor and Members of Events Committee as follows:

Cllr Mayne (Chairman)
Cllr Hardy (Deputy Chairman)
Cllr Heywood
Cllr Weatherhead
Cllr Wrigley
Cllr Dawson (ex-Officio)
Cllr Goodman-Bradbury (ex-Officio)

The Mayor and Deputy Mayor are ex-officio Members of all Council Committees.



For information – to be taken as read:

- 1** ***Declarations of Interest*** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council's Monitoring Officer is 28 days.
- 2** ***Items requiring urgent attention*** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.
- 3** ***The Freedom of Information Act 2000*** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
- 4** ***The Data Protection Act 2018*** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.
- 5** ***Mobile telephones*** Councillors and members of the public are requested to ensure that mobile phones are switched to 'silent' during the meeting to avoid disruption.
- 6** ***Recording*** this meeting may be filmed or audio taped.
- 7** ***Public Participation:***
Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. Members of the public will also be given an opportunity to discuss Town Council activities not on the current agenda after the close of the meeting. The comments of members of the public and electors of the parish who speak before the start of the meeting or following the close of the meeting will not form part of the Minutes of the meeting.



AGENDA

PART I

(Open to the Public)

1. **Apologies for absence**

To receive, note, and where requested approve, the reasons for apologies for absence.

2. **Agreement of the Agenda between Parts I and II**

3. **Declarations of Interest**

To declare any disclosable interests relating to the forthcoming items of business (if any).

4. **Dispensations**

To receive and consider requests for dispensation (if any).

5. **Minutes** (Pages 7 - 10)

To approve and sign the minutes of the Events Committee held on 14th November 2023.

6. **Event Expenditure** (Pages 11 - 14)

To receive and approve the expenditure report for 2023 events.

7. **Christmas Events 2023 and plans for Christmas Events 2024**

To receive and note a verbal report on Christmas Events 2023 and potential plans for Christmas Events 2024.

8. **Events 2024**

To receive updates about planned events for 2024.

* denotes Town Council led event

- Saturday 9th March – Dawlish Exploring the Past Shaftesbury Theatre 7pm Tickets available for the Shaftesbury Theatre from 15th January www.shaftesbury-dawlish.co.uk In aid of the Mayoral charities *
- Wednesday 13th March – Commonwealth day – Flag raising at the piazza 10am



- Saturday 16th March – Mayor’s Evening – Las Vegas comes to Dawlish – tickets on sale from 10th January. Proceeds in aid of the Mayoral charities.*
- Saturday 6th April – Bingo in aid of the Mayoral charities at the Strand Centre. *
- Saturday 23rd and Sunday 24th March – Shanty Festival in Cockwood
- Saturday 30th March – Easter Egg Hunt – Manor House Gardens*
- Sunday 19th May – EAT Festival (sponsored by Dawlish Town Council)
- Sunday 26th May – Concert band performing on the bandstand
- Wednesday 29th May – Punch and Judy at the Warren*
- Thursday 6th June – D-Day 80 Commemorations* Lawn
- Friday 7th (evening) to 9th June – Turn the Tide – Turn the Tide Teignbridge CIC working with Dawlish Town Council* Lawn
- Saturday 22nd June Armed Forces Day Parade*
- Saturday 29th June – Dark River Music Festival and with Food and Drink Festival* and Community Big Lunch* Lawn
- Saturday 13th July – Snooky Fest
- Saturday 13th and Sunday 14th July – Powderham Castle Classic Cars event
- Saturday 27th July – Dawlish Ladies Hockey Club event on the Lawn
- Sunday 28th July – Rock meets Brass* Lawn
- Tuesday 30th July – Seaside fun at the Piazza at the bottom of the Lawn*
- Wednesday 31st July – Punch and Judy at the Warren*
- Saturday 3rd August – EAT Festival – sponsored by Dawlish Town Council
- Sunday 4th August – “As You Like it” outdoor theatre on the Lawn*
- Tuesday 6th August – Seaside fun at the Piazza at the bottom of the Lawn*
- Wednesday 7th August – Punch and Judy at the Warren*
- Saturday 10th to Friday 16th August – Dawlish Celebrates Carnival – Lawn
- Tuesday 13th August – Seaside fun – location to be confirmed*
- Wednesday 14th August – Punch and Judy at the Warren*
- Tuesday 20th August – Seaside fun – location to be confirmed*
- Wednesday 21st August – Punch and Judy at the Warren*
- Tuesday 27th August – Seaside fun – location to be confirmed*
- Wednesday 28th August – Punch and Judy at the Warren*



- Sunday 1st September – Bikes and Trikes with Merchant Navy Day – Lawn
- Tuesday 3rd September – Seaside fun – at the Piazza at the bottom of the Lawn*
- Monday 9th September – Emergency Services Day flag raising at the piazza 2.30pm*
- Sunday 22nd September – Dawlish Loves Dogs at Warren Farm*
- Friday 1st to Saturday 14th November Poppy Wall on the Lawn*
- Sunday 10th November Remembrance Sunday*
- Friday 22nd to 24th November – Christmas and switch on Lawn and around town *
TBC

9. **Teignbridge District Council Officers Resorts Update**

To receive information from the Resorts Officer about forthcoming events in Dawlish.

PART II

Items which may be taken in the absence of the Public and Press on grounds that Exempt Information may be disclosed as defined in the Local Government Act 1972 and / or the Public Bodies (Admission to Meetings) Act 1960.

Nil.

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DAWLISH TOWN COUNCIL

Minutes of a Meeting of the Events Committee

held at The Manor House, Old Town Street, Dawlish, EX7 9AP on
Tuesday, 14th November 2023 at 7.00 pm

Present:

Councillors Mayne (Chairman), Hardy (Deputy Chairman), Heywood, Weatherhead and Wrigley.

Absent:

Councillors Goodman-Bradbury

In attendance:

Neil Saxon, Dark River Music Festival; Adrian Knowles, Teignmouth RNLI; Tony Liddington, Promenade Promotions; Ann Leigh, Christians Together in Dawlish and District; Scott Williams and Dave Hutton, Turn the Tide CIC; and Sarah Milner Simonds, EAT Festivals.

Angie Weatherhead; Events, Projects and Tourism Officer.

31 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Dawson.

Apologies were received from Sue Lavendar, Dawlish WI; Vanessa Ryley, Dawlish Against Plastic; and Amanda Power, Armed Forces Bikers.

RESOLVED: that the apologies were noted.

32 AGREEMENT OF THE AGENDA BETWEEN PARTS I AND II

There was no Part II.

33 DECLARATIONS OF INTEREST

There were no declarations of interest.

34 DISPENSATIONS

There were no dispensations.

35 MINUTES

RESOLVED: that the minutes of the Events Committee on 12th September 2023 be agreed and signed as a true record.

36 EVENT EXPENDITURE 2023 EVENTS

At 7.02pm standing orders were suspended to allow members of the public to speak.

The officer reported a likely overspend on the Christmas expenditure against the budget but there was additional income to come in which would be to likely offset the costs.

RESOLVED: that the expenditure report for 2023 events was approved.

37 EVENT EXPENDITURE D-DAY AND TURN THE TIDE 2024

An update was given on D-Day 2024 and Turn the Tide 2024 by the officer and Turn the Tide CIC. Expenditure was at the budget set, but this was with no account of any potential income during the event. Turn the Tide CIC would be holding two events in February 2024 it hoped to raise income at to contribute to the event.

RESOLVED: that the event expenditure report for D-Day and Turn the Tide 2024 was approved.

38 EVENTS GUIDE 2024

Discussion focused on the publicity of the digital version of the guide – posters with QR code, size of print run, use of a database, event entry deadlines to the guide, sponsorship and advertising.

RESOLVED to recommend to the Budget Task and Finish Group that the costs of producing an Events Guide for 2024 should be included in the Investing in Dawlish (Promotions) cost heading (with some of the funding being met by sponsorship and co-funding as in 2023) with an initial print run of 6,000 with a possible second run in the autumn to capture events later in the year.

39 PROPOSED BUDGET RECOMMENDATIONS FOR 2024

RESOLVED: that the following recommendations be made to the Budget Task and Finish Group for 2024/5:

Proposed	Recommendation
Flag raising events – various and Poppy Wall	Officer time only as the majority of these are at no cost except bugler costs and replacement flags. £150
Drive It Weekend	Not supported. *
Easter	Move to Manor Gardens. £450
Eat Festivals	£3,500 Two dates proposed are: Sunday 19 May and Saturday 3 August Request made to EAT festival for later autumn date (September) rather than August but if not remain as is and consider later date in 2025. Park and Ride and other transport options under discussion by EAT.
Armed Forces Parade (poss 22 nd June)	£700
Partnership event –with food and drink street market down the Strand and Big Lunch on the Lawn working with the Dark River Music Festival. 29 th June	£2000
Punch and Judy at the Warren – summer	£1,200
Seaside entertainment – Promenade Promotions	£4,200 – 4 in Dawlish and 2 at the Warren.
Outdoor Theatre	£3,000 Preferred performance Midsummer Night's Dream if possible.
Rock meets Brass – July date	£700
Classic Cars	Not supported to be a Council run event.* Cllr Wrigley declared a potential interest as a classic car owner.
Bikes and Trikes – Armed Force Bikers - September	Independent event – historically supported with music and pa. £1000 *
Dawlish Loves Dogs September	£2000
Dawlish Walking Festival	Unclear if proceeding in 2024 at current time.
Christmas weekend November/December 2024	£9,000 Light switch on and festive markets. Free rides for 2024.

* Three events were discussed in relation to the Council's climate change declaration. At the meeting a vote was taken for a proposal to support all three events asterisked and with two votes for and three votes against the vote was lost. A second proposal was to support the Armed Forces Bikers event and not the two other events and this was passed by three votes to two votes.

40 PUNCH AND JUDY AND/OR STORYTELLING FESTIVAL FOR 2024

RESOLVED: that the proposal be progressed as the Committee was supportive of the principle and concept, but no financial commitment be made at this stage.

41 EVENT EQUIPMENT

RESOLVED: that to approve for 2024/25 donations towards borrowing event equipment from non-Dawlish parish organisations should be allocated towards the cost of replacing equipment as some items will need replacement in 2024/25.

42 EVENTS 2023

The remaining events for 2023 are:

Friday 1st December to 3rd December – Christmas Light Switch on and Christmas Markets on the Lawn and Strand.

13th December – opening of the Christmas Tree Festival at St Gregory's Church with a concert on the Saturday 16th December.

RESOLVED: that the item was noted.

43 TEIGNBRIDGE DISTRICT COUNCIL OFFICERS RESORTS UPDATE

Part 1 forms would be available from the Council shortly.

RESOLVED: that the item was noted.

Standing orders were reinstated at 9.09pm.

The meeting was closed by the Chairman at 9.10 pm

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Cllr Lisa Mayne, Chairman

Expenditure 2023 Name of Provider/service	Reason for Expense	Event date	Type	Committee Decision date	Paid (on ledger)	To be incurred (ex vat)	Provisional estimate	Notes
Teignbridge District Council	Booking Lawn	9th April	Easter	14.03.23			£60.00	Booking fee
Teignbridge District Council	Booking Lawn	28th and 29th May	Cycles and Turn the Tide	14.03.23			£60.00	Booking fee
Teignbridge District Council	Booking Lawn	16th July	Classic Vehicles	14.03.23			£60.00	Booking fee
Teignbridge District Council	Booking Lawn	23rd July	Brass on the Grass	14.03.23			£60.00	Booking fee
Teignbridge District Council	Booking Lawn	1st to 3rd December	Christmas	14.03.23			£60.00	Booking fee
Teignbridge District Council	Electric Lawn	All	All	14.03.23			£400.00	
Teignbridge District Council	TENS	16th July	Classic Vehicles	30.05.23	£21.00			
Teignbridge District Council	TENS	28th and 29th May	License	30.05.23	£21.00			New TENS 28th and 29th May
Pete Milsom	Punch and Judy	Various	Warren event	14.03.23	£1,200.00			Down £500
Promenade Promotions	Seaside entertainment	Various	Piazza event	14.03.23	£2,800.00			
Western Medical Services	Medical	8th April 2023	Easter event	14.03.23	£198.40			
Puzzled sweet shop	Easter eggs	9th April	Easter egg hunt and bonnets	14.03.23	£353.95			up £53.95 due to number of eggs required.
Drive it Weekend	Provision of music	23rd April	Band	14.03.23				Cancelled and no payment required after neg.
Liberty Sisters	Band	28th May 2023	Vintage Heritage - Bikes	14.03.23	£500.00			
ITUS Event Support Services	Mobile medical	28th May 2023	Vintage Heritage - Bikes	14.03.23	£252.00			
Staging Turn the tide	Infrastructure	28th May	Turn the Tide	14.03.23	£100.00			Down £70
Castaway Devon	Infrastructure	28th May	Installation of ramp	14.03.23				Not charged for
Black swan printers	Banner	29th May	Turn the Tide banner	14.03.23	£115.00			
Teignbridge District Council	License	29th May	Turn the Tide	14.03.23	£21.00			Cancelled = as 28th May
Pro Sound Solutions	PA	29th May	Turn the Tide	14.03.23	£875.00			Down from £1050
ITUS Event Support Services	Medical	29th May 2023	Turn the Tide	14.03.23	£306.00			
Gala Tent	2 gazebo bags and 4 sets fill weights	All	Infrastructure	30.05.23	£129.94			All bags then replaced - new weights fit new gazebos
ITUS Event Support Services	Security	29th May	Turn the Tide	14.03.23	£255.00			Increased as expected due to 2 SIA
Cask	Music	29th May	Turn the Tide - act	14.03.23				
Amy and Tobias	Music and workshop	29th May	Turn the Tide - act	14.03.23	£240.00			
FMI Caters	Music	29th May	Turn the Tide - act	14.03.23	£100.00			
Mamg Tokus	Music	29th May	Turn the Tide - act	14.03.23	£350.00			
Luna George	Music	29th May	Turn the Tide - act	14.03.23	£200.00			
Pollenise	Seeds	29th May	Turn the Tide seeds	30.05.23	£80.00			Down £20
Sharon Dow	Yoga Meditation	29th May	Turn the Tide - act	30.05.23	£40.00			
Marvelous Adventures	Stilt walkers	29th May	Turn the Tide - act	30.05.23	£500.00			
RIFKA	Music	29th May	Turn the Tide - act	14.03.23	£350.00			
Jackie Juno	Poetry	29th May	Turn the Tide - act	14.03.23	£215.00			Up from £100
Street Heat	Music	29th May	Turn the Tide - act	14.03.23	£350.00			
The Hub Group	Storyteller	30th May	Turn the Tide - act	14.03.23	£300.00			
South West Comms	Music	17th June	Armed Forces Day	14.03.23	£350.00			Down from £500
ITUS Event Support Services	Security - SIA cover	17th June	Armed Forces Day	30.05.23	£68.00			
Pro Sound Solutions	PA	16th July	Classic Vehicles	14.03.23				Against the Bikes and Trikes
ITUS Event Support Services	Medical and road closure	16th July	Classic Vehicles	14.03.23	£170.00			Down from £433.50 - cancelled Friday cost reduced.
Western Medical Services	First aid	23rd July	First aid	14.03.23	£283.58			Down from £400
Torbay Brass Band	Band	23rd July	Brass band	14.03.23	£180.00			Up £5
South West Comms Band	Band	23rd July	Brass band	14.03.23	£350.00			Down from £500
Eat Festivals -2	Contractor for 2 festivals	August and October	Food Festival contribution	14.03.23	£4,000.00			As quoted
Face painter	Face painter	Christmas 2 days	Act	30.05.23	£500.00			
Music Christmas	Various	Christmas 2 days	Act	30.05.23				Now shown as individual acts
Black swan printers	Banners	24th September	Publicity	30.05.23	£210.00			Agreed as part of £2k budget for DLD 30.05.23
ITUS Event Support Services	Medical cover	24th September	Medical	30.05.23	£216.00			Agreed as part of £2k budget for DLD 30.05.23
Pro sounds solutions	PA	24th September	PA & distributed mics	30.05.23	£775.00			Agreed as part of £2k budget for DLD 30.05.23
Faces, Glitz and Glam	Face painter	24th September	Face painter	30.05.23	£250.00			Agreed as part of £2k budget for DLD 30.05.23
Teignbridge District Council	Waste	24th September	Infrastructure	30.05.23	£101.34			Lower than expected
H and S Hire	Toilets	24th September	Infrastructure	30.05.23	£387.00			Agreed as part of £2k budget for DLD 30.05.23
Woody's Café	Prizes for best dressed lady/gentleman	28th May	Cyclists prizes	11.07.23	£20.00			
Sainsburys	Drinks	28th May	Cyclist drinks at Luscombe	11.07.23	£23.40			
Gays Creamery	Cyclist cream teas	28th May	Cyclists refreshments Lawn	11.07.23	£71.70			
Higher Beings	Circus skills	29th May	Entertainment	11.07.23	£575.00			
Supplier	Event signage	16th July	Infrastructure	11.07.23	£5.99			
Teignbridge District Council	Waste	29th May	Turn the Tide	11.07.23	£109.95			

Black Swan Printers	Banners	July events	Publicity	11.07.23	£125.00			
Torbay Brass Band	Band	Christmas	Brass band	14.03.23			£175.00	
Headrush Band	Music	3rd September	Bikes and Trikes	14.03.23	£450.00			
Scrooge - Pro Prom	Entertainment	Christmas - Sunday	Act	14.03.23	£700.00			
Robin Fox	Entertainment	Christmas - Saturday	Act	14.03.23	£475.00			
ITUS Event Support Services	Medical security and road closure stewards	1st to 3rd December	Christmas	14.03.23	£1,449.00			Based on last year figure
Benchmark surveys	Survey Lawn for cables	All events - 6th and 29th May esp.	Infrastructure	30.05.23	£850.00			Agreed with Town Clerk
Pro sound solutions	PA	3rd September	Bikes and Trikes	14.03.23 and 12.09.23	£495.00			Offset £495 classic
Pro Sound Solutions	PA	1st to 3rd December	Christmas	14.03.23 and 12.09.23	£1,425.00			Down from £1958 removed Strand speakers
Chloe Marie Easton - busker with piano	Music	3rd December Strand	Act	12.09.23	£160.00			
Amazon	Artificial sunflowers	24th August	Ukraine Independence Day	12.09.23	£31.23			
St Micheals Church Teignmouth	Chairs	All	Infrastructure	12.09.23	£125.00			
Purple Guide	Guidance	All	Guide for events	12.09.23		£25.00		
Delusion entertainment	Entertainment	Christmas - Saturday and Sunday	Act	12.09.23	£400.00			
Teignbridge District Council	Toilet opening and cleaning	Christmas weekend	Infrastructure	12.09.23			£150.00	
Teignbridge District Council	Waste	Christmas weekend	Infrastructure	12.09.23			£200.00	
Teignbridge District Council	Waste	23rd July	Infrastructure	12.09.23	£76.01			
Teignbridge District Council	Waste	16th July	Infrastructure	12.09.23	£50.67			
Teignbridge District Council	Licence	Christmas weekend	Infrastructure	12.09.23	£21.00			
Teignbridge District Council	Extra toilet cleans	Turn the Tide	Infrastructure	12.09.23	£121.50			
Amazon	Waterproof paper	Road signs and notices	Infrastructure	12.09.23	£24.75			
Ellie Finnerty	Music	3rd December	Act	12.09.23	£150.00			
Chris Ostler	Music	2nd December	Act	12.09.23	£210.00			
Red Rock A Capela	Music	2nd December	Act	12.09.23	£150.00			
Filler slot	Music	3rd December	Act					Account for elsewhere and free slot
H and S Hire	Chapter 8 Barriers - Road Closures	12th November	Infrastructure	12.09.23				Remembrance budget £60
Sasha Moyles and Gaz Chatterton	Music	2nd December	Act	12.09.23	£200.00			
H and S Hire	Crowd Barriers	24th September	Infrastructure	12.09.23	£60.00			
H and S Hire	Crowd Barriers and Tower light	1st to 3rd December	Infrastructure	15.11.23	£154.14			
Devon Tuk Tuk	Tuk Tuk	1st December	Entertainment	15.11.23				Cancelled
Two Bridges Flyball	Flyball demo	24th September	Entertainment	15.11.23	£50.00			
Contractor	Lantern workshop and materials	2 dates - November	Entertainment	15.11.23		£100.00		
Teignbridge District Council	Tens	24th September	Infrastructure	15.11.23	£21.00			
Torbay Brass Band	Last post	3rd September	Brass band	15.11.23		£30.00		
Patrick Miller and Caitlin Johnson	Music	3rd December	Act	15.11.23				Cancelled
Contractor	Street sign	1st to 3rd December	Infrastructure	15.11.23	£12.99			Down on cost
Black Swan printers	Christmas banner	1st to 3rd December	Publicity	15.11.23	£138.00			
Black Swan printers	Fix Fest banner	18th November	Publicity	15.11.23		£85.00		
Gala Tent	Replacement patch	All	Infrastructure	15.11.23	£18.31			
Amazon	Absorpole 4 pack	All	Infrastructure	15.11.23		£91.66		
Radio Trader	2 replacement batteries radios	All	Infrastructure	15.11.23	£52.95			
Park Road Pets	Biodegradable poop bags	24th September	Infrastructure	15.11.23	£17.98			
Met Office	Talk to a Forecaster 22/09/23	24th September	Weather	15.11.23	£17.50			
Met Office	Talk to a Forecaster 23/09/24	25th September	Weather	15.11.23	£17.50			
Morris and McGinn	Black cable ties	All	Infrastructure		£3.52			
Amazon	Water resistant duct tape	All	Infrastructure		£11.45			
Amazon	Batteries and fairy lights	1st to 3rd December	Lanterns		£37.21			
Maddy and the chaps	Music	2nd December	Entertainment		£100.00			
Dawlish Community Transport	Elves costumes and set up	1st to 3rd December	Entertainment		£148.53			
Radiotronics	Radio Headsets (7)	All	Infrastructure		£85.95			
Amazon	Elves heads and lights	1st to 3rd December	Lights and heads		£73.86			
Pete Milsom	Punch and Judy	1st to 3rd December	Entertainment		£200.00			
Isambard's gasket rats	Morris Men	1st to 3rd December	Entertainment		£50.00			in lieu of collecting donations
Total					£27,480.30	£331.66	£1,225.00	
Planned budget	£28,000							
Paid and incurred	£27,811.96							
Estimates	£1,225.00							
	£29,036.96							

Difference planned budget minus expenditure	-£1,036.96	Overspend
Stalls income to date etc		Target £2k.
Christmas stalls	£2,350.00	
Plus ride income Xmas	£30.00	
DLD	£260.00	
Brass on Grass	£25.00	
Total	£2,665	

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