

EXMOUTH TOWN COUNCIL

Festival and Events Working Party

Notes of the virtual meeting held at 1000 on Friday 20 May 2022 via Zoom

Present

Cllr Joy Whipps (Chair)	JW	Exmouth Town Council
Cllr Steve Gazzard	SG	Exmouth Town Council
Cllr Frank Cullis	FC	Exmouth Town Council
Cllr Cherry Nicholas	CN	Exmouth Town Council
Cllr Eileen Beech	EB	Exmouth Town Council
Cllr Olly Davey	OD	Exmouth Town Council
Charlie Tapp	CT	Exmouth Town Council
Chetna Jones	CJ	Exmouth Town Council
Lisa Greenway	LG	Exmouth Town Council

Apologies

Trevor Huggons	TH	Festival Volunteer
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1. Welcome, introductions and apologies (JW)

1.1 JW welcomed attendees to the meeting and noted apologies.

2. Notes of the previous meeting on 7th April 2022 and matters arising (JW)

2.1 The notes of the last meeting on the 7th of April 2022 were approved without issue by FC and seconded by SG.

2.2 No other matters arising.

3. Receive an update on the Exmouth Summer Festival 2022 (CT)

3.1 CT confirmed that everything is going well with only 2 weeks remaining until the festival begins. The liaison officer PC Dave Pilling from Devon and Cornwall Police has confirmed that a police presence will comprise of a dedicated team of 4 officers which will patrol the area between the town and the festival. FC queried if any PCSO's would be patrolling as they would be more aware of habitual troublemakers. CT will investigate this further. CN queried if the police would be charging a fee for the officers attending and CT confirmed that no charge is being requested.

- 3.2 CT had a final site visit with South West Security Management and the production team and all the kit will be turning up in a week's time. A new policy has been drawn up that states no under 14's will be allowed on site without being accompanied by an adult. The security team are aware of the problems that arose in Littleham involving 9-16 year olds. Following the 2019 problems social media safety messages have gone out to make the public aware of the extra measures in place, mainly positive feedback has been received. OD asked if additional fencing was in place as this caused issues in the previous festival with children bypassing the main entrance and getting in through the slipway which was not fenced off. CT advised that although additional fencing will be in place in known problem area's the whole festival perimeter will not be fully fenced off, however wristbands will be issued at the main entrance so anyone without a wristband will be asked to re-enter through the main entrance. JW queried if the wristbands were different colours and CT confirmed that a different colour wristband will be handed out at the main entrance each day so that security know who has entered the festival correctly on each day. SG queried if signage was clearly displayed with entry rules, CT confirmed that a large sign is clearly visible at the main entrance.
- 3.3 OD asked if the printed programmes had arrived, CT confirmed that the printed programmes are arriving today and will be available at the TSI and festival, the wristbands also have the festival website address printed on them.
- 3.4 SG queried how many security staff would be on site and CT advised that the full security plan would be circulated to members after the meeting. CT confirmed that the sniffer dog will do a sweep of the site prior to opening and will be present at the main entrance and entry ways. If anyone is flagged up by the dog, they will be taken to the search tent to be dealt with discreetly. FC was conscious that members of the public may be scared by dog presence and although CT agreed, the security of the festival comes first, and the dog will be on a lead at all times.
- 3.5 CT updated members that food tokens have been distributed by Esteem, Exmouth Food Band, Exmouth Friends in Need and Open Door Exmouth to help families by providing an £8.00 food token which can be redeemed with the festival food traders on the Sunday Big Lunch Jubilee Day.
- 3.6 FC queried how the QR code fundraiser went, CT updated that although the fundraising did not do as well as expected £1000 was raised (£960 after fees). CT hopes that the bucket collections at the festival prove lucrative from cash donated and the PayPal QR code for contactless donations.
- 3.7 CT advised that volunteers are still required and asked members if they knew of anyone that would be willing to volunteer to get in contact.

- 3.8 FC was concerned over the condition of the ground at the Imperial Rec after a recent visit, CT visited the site with Jimmy Crole who is fully prepared for uneven ground. After the visit it was ascertained that some area's would be unusable but as less traders will be attending this year it will allow some wiggle room. The pitches will be marked out on the Tuesday prior to the festival.
- 3.9 FC queried if the bar would be providing free water, CT confirmed that the bar will be providing free water. Water refill stations were not a viable option due to the cost involved and the suppliers needing a water supply to filter which is not available on site. Bottled water will also be available to purchase on site from traders.

4. The Queens Jubilee and Beacon Lighting (CJ)

- 4.1 CJ confirmed that plans are on track and invitations to accompany the procession with the Mayor, Town Crier and Piper to the geoneedle have been sent to the Lord Lieutenant, County Councillors, DCC Chairman and Town Councillors. Members advised that they have not received the invite so CJ will arrange for the invitations to be sent after the meeting.
- 4.2 CJ advised that following her site visit the footpaths are clear and level, parking is available by the footpath although spaces are limited. CJ suggested parking at Foxholes and walking to Orcombe Point to meet at the top of the footpath at 9pm. The footpath is 500 metres to the geoneedle and although solar lights are being purchased to light the path CJ advised members to bring a torch for the return walk.
- 4.3 CJ requested that members gather around the geoneedle and not on the grass area, the event should last about an hour. The piper will play at 9:35pm and the beacon will be lit by SG at 9:45pm. JW queried if the Lord Lieutenant should light the beacon as the highest ranking officer, CJ will check the protocol.
- 4.4 Unfortunately a choir was not available to sing the specially written jubilee song and members felt it would be difficult for those present at the beacon lighting to sing without practising beforehand. Members discussed the possibility of singing the National Anthem instead to a backing track and the possibility of purchasing an amplifier/wireless speaker. OD offered the use of his battery powered amp for the event and members all agreed to sing the National Anthem. CJ and OD will discuss the amplifier after the meeting.
- 4.5 CJ will do a risk assessment for the National Trust who have already agreed for the maintenance team's vehicles to be on site.
- 4.6 CJ confirmed that the gas cylinders purchased for the beacon burn for 1 hour in total and 2 have been purchased in case anything goes wrong with the 1st cylinder. The maintenance team will set up the beacon, barriers and solar lights prior to 9pm on the

Thursday evening and will remove after the ceremony. FC warned that the beacon would be hot so the maintenance team would need to wait until it cools before moving.

- 4.7 CJ updated members that the drone will film the entire event and hopes to capture beacons lit by neighbouring areas. FC queried where the nearest beacons would be lit and CJ advised that Lympstone, Seaton, Dawlish and Teignmouth were taking part and a list of national towns taking part is available.
- 4.8 EB requested the plans for the big picnic on Sunday, CJ confirmed that the big lunch would take place at the festival and local residents were also holding street parties which have been arranged themselves. CT advised that the festival jubilee celebration family day on Sunday invited families to bring a picnic or purchase food and beverages from the festival traders. SW Comms would be playing between 1pm and 2pm as well as community groups that would be performing. JW thanked CT for all the hard work put into organising the festival.

5. Any other business (All)

No other business.

6. Date of next meeting

23rd June 2022 (This date will be changed as CT will be on annual leave)

The meeting ended at 10:58am