

## **EXMOUTH TOWN COUNCIL**

### **Festival and Events Working Party**

Notes of the virtual meeting held at 1400 on Thursday 23<sup>rd</sup> March 2023 via zoom

#### **Present**

Cllr Joy Whipps (Chair)	JW	Exmouth Town Council
Cllr Frank Cullis	FCu	Exmouth Town Council
Cllr Olly Davey	OD	Exmouth Town Council
Cllr Steve Gazzard	SG	Exmouth Town Council
Cllr Eileen Beech	EB	Exmouth Town Council
Cllr Cherry Nicholas	CN	Exmouth Town Council
Lisa Bowman	LB	Exmouth Town Council
Chetna Jones	CJ	Exmouth Town Council
Jess Magill	JM	Exmouth Town Council
Lisa Greenway	LG	Exmouth Town Council

**Apologies:** None

#### **1. Welcome, introductions and apologies (JW)**

JW welcomed attendees to the meeting and noted that there were no apologies.

#### **2. To approve the notes from the 23<sup>rd</sup> February 2023 and matters arising (JW)**

The accuracy of the notes from the previous meeting were approved with no matters arising.

#### **3. To discuss the Exmouth Festival (JM)**

JM updated members that all the applications have been submitted to EDDC events team, and we are currently waiting for licensing applications to be accepted for the 3 festival locations at the Strand, Manor Gardens and Sideshore. Once accepted the notices will be displayed for 28 days and emergency services consulted. JM confirmed that she took part in a site walk with Waggle production this week to iron out the infrastructure layout for each area.

JM confirmed that tenders are being received for security and first aid cover and appointments will be made after they have been reviewed.

The bar for the Manor Gardens was put out to tender and Ollie Bainbridge was awarded the contract.

JM is working on setting sustainability goals with Zoey Cooper the ETC Climate and Ecological Emergency Resilience Officer using the EDDC sustainability guidelines. JM will share the document with members once it has been completed.

JM will share the artwork for the festival with members after the meeting and will work with Copyrite to print the posters. JM was keen to use a downloadable APP to advertise festival activities as this would reduce paper usage. FC queried if people would be put off by having to download an APP, JM advised that the activities will also be viewable on the festival website as well as in paper format.

FC queried if we were paying for the APP, JM will weigh up the cost of the APP against the printing of additional programmes and discuss this further with LB. LB is impressed that the APP allows us to collect data and track attendance which will strengthen any future funding applications by using the stats gathered. LB advised members that the programme can also be changed at the last minute through the APP should it be required. JM confirmed that the APP can be updated with deals that local businesses are putting on throughout the festival period.

OD suggested publishing the programme in a local newspaper, LB provided some historical information that went back to when the programme was published in a local newspaper and gave the reasons why we would not do this again. JM confirmed that the paper format of the programme will contain a QR code to download the APP.

OD has viewed the consultation from EDDC and queried why a stage was being used in the Manor Gardens rather than using the bandstand, JM confirmed that the stage is the bandstand.

#### **4. To discuss the Kings Coronation**

##### **Town Decoration**

CJ confirmed that the palace has announced the official emblem and lots of materials have been produced for the coronation, CJ has sourced some reasonably priced flags specifically for the celebration. CJ provided the following list of flag locations:

- 1 x Town Hall
- 3 x LED
- 4 x Clock Tower (8 flagpoles, 4 will display England, Ireland, Scotland & Wales flags)
- 3 x RNLI
- 3 x Premier Inn
- 5 x Orcombe Point

CJ advised that 150m of bunting will be required to hang on the catenary wires around Exmouth and DCC have given permission, although a S171 licence will be needed as Sound Events will need a cherry picker to put them up.

CJ confirmed that 20 small coronation lamppost plaques will be purchased from a company that donate a percentage of sales to RBL. CJ updated members that the total price for the town decorations would be £1500.

##### **Tree Project for Schools**

CJ confirmed that each school (8 primary, deaf academy and community college) will plant one tree each in recognition of the coronation. After speaking with the tree warden it was agreed it would be better to plant all the trees in one place as some schools were unable to plant on site. CJ is working with EDDC Streetscene to create a small memorial area in Phear Park to enable a trail of all 10 trees to be planted along with the mosaic project bench. CJ confirmed that plaques will be commissioned, from recycled material, and staked into the ground under each tree. Members approved the proposed wording. CJ will circulate the tree planting map to members and confirmed that the area was between the fallen tree and the children's playground.

CJ proposed to purchase the trees from the same supplier that EDDC use. Bare root trees will be purchased as these are usually 40% cheaper than buying containerised trees. CJ advised that as the trees are bare root, they will need to be temporarily planted in the Streetscene and

ETC Town Maintenance compost soil at the compound in Phear Park until they are ready to be planted permanently. CJ provided members with the names of each tree.

CJ suggested that 6 children and 1-2 adults from each school would be a reasonable number to have present for the tree planting. However some schools were keen for school council members to attend so it was decided to increase the attendance to a maximum of 12 children. OD suggested that if more than 6 children turn up from each school, they could write notes or do other jobs to keep them engaged.

CJ confirmed that staff from each school will remain responsible for their pupils. ETC will provide suitable gloves as some of the trees may be sharp. EB queried who would be responsible for the aftercare of the trees and suggested calling the tree planting area the Coronation Coppice. SG queried if a plastic tube would be used when planting so that the rainwater goes down to the roots. He also suggested approaching the Men's Shed to make the plaques. CJ confirmed that ETC will be responsible for the aftercare, trees purchased will be well established at 6-10 feet in height and tree stakes and webbing will be used to support and protect the trees.

CJ advised members that the trees will cost £1000 and a further budget of £1,000 for the plaques. Stakes and ties will be £100 bringing the total cost to £2100.

### **Mosaic Bench Project**

CJ reminded members that the original grant application specified that 9 sessions would be needed to design and make the mosaic panels and a £1950 grant was received based on this. CJ advised that as the project was popular with two age categories of young people it will be run over 2 sessions concurrently, rather than 1 which was originally planned. One group will be specifically for young people attending the SEN Sessions. This means the cost associated with the artists would increase by an additional £540 for an extra 9 hours.

CJ has allowed a £200 budget for advertising and video production and these are likely to be displayed in the Manor Gardens during the festival weekend. A further £100 may be required for bench materials.

CJ confirmed that the total additional funding for mosaic bench project would be £840.

LB confirmed that unspent funds are available in the Event and Town Maintenance budget but will investigate which budget would be most suitable to use.

JW asked members if they would agree that £4500 could be used for the Kings Coronation, everyone was in favour to agree the budget, SG proposed, EB seconded that £4500 could be used to celebrate the occasion.

LB updated members that it would need to go to full council for approval if reserves were used but is confident that this can come out of the current year budget. LB will update members once this has been investigated further.

### **Promoting the Coronation**

CJ suggested that any press enquiries about planned events should include details about the town being decorated and that ETC were working with young people to create a mosaic bench amongst a trail of trees in Phear Park as a legacy. CJ urged members to let her know of any other community coronation events that are taking place.

JM confirmed that Ollie Bainbridge is holding a party in the Manor Gardens over that weekend but was unsure if this was coronation related..

CJ invited all members to the Kings Coronation Tree Planting Project but advised them that as they would be in purdah from the 27<sup>th</sup> of March, they would be in a restricted publicity period therefore any photos or publicity would have to wait till after purdah.

**5. Any other business (All)**

No other business.

**6. Date of next meeting**

20<sup>th</sup> April 2023 @ 2pm

The meeting ended at 15:02