

EXMOUTH TOWN COUNCIL

Festival and Events Working Party

Notes of the virtual meeting held at 1400 on Thursday 15th June 2023 via zoom

Present

Cllr Joy Whipps (Chair)	JW	Exmouth Town Council
Cllr Steve Gazzard	SG	Exmouth Town Council
Cllr Olly Davey	OD	Exmouth Town Council
Cllr Nick Hookway	NH	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:

Cllr Brian Bailey	BB	Exmouth Town Council
Cllr Aurora Bailey	AB	Exmouth Town Council

1. To elect a chair and a vice chair (JW)

LB welcomed members and asked for nominations for chair of this working party. OD proposed and NH seconded that JW be re-elected as chair, no further nominations were received.

Members were asked to vote, and JW was duly recommended as chair. Members all agreed that a vice chair was not required for this working party.

2. Welcome, introduction and apologies

JW welcomed attendees to the meeting and noted apologies.

3. To approve the notes from the meeting on 20th April 2023 and matters arising

Members approved the previous meeting notes with no matters arising.

4. To discuss the Exmouth Festival

JM updated members that the festival would start 6 weeks from tomorrow and everything is well underway with the promotion. JM advised that posters and programmes are being prepared for print hopefully in the next week and asked members to put them up in their wards and distribute them accordingly. JM confirmed that adverts are currently in Primary Times and One Magazine and lots of social media posts have been made which can be shared.

JM is preparing an assessable folder of all the posters and images for the festival that members will be able to access to enable them to share via email or any other format that would help publicise the event. JM has been working closely with the APP developers to get it ready to launch in the next week or so, a fair amount of content has already been pushed through to the website, the schedule and list of artists are already on the website and more have been built on the back end which will appear as well. OD asked for the festival website address, JM provided and queried if a link for the site was available on the Town Council website, LB advised that the

festival content is not on the homepage but will arrange for a blog or news article to be posted on the Town Council homepage.

OD declared a pecuniary interest as he is a paid workshop provider and performer in the festival.

JM confirmed that she took part in a Safety Advisory Group zoom meeting several weeks ago with the police, fire service and EDDC events team and there were no major concerns, although they wanted smaller details added to the event management plan such as additional fire risk assessments and security schedules. The biggest concern that came out of the meeting was about the mixture of alcohol and water at Sideshore and how public safety could be protected. JM has liaised with the lifeguards who will put up additional signage and patrol the area, security will also be in place who will have the telephone contact details for the lifeguards. JM confirmed that the police would also be sending some guidance on counter terrorism.

JM updated members that although there was a good cohort of volunteers for which CJ is organising the shift rota, more would be advantageous so urged members to put forward anyone that would be willing to help. JM confirmed that there will be two information points in total sited at the Strand and Manor Gardens, the Manor Gardens will operate as lost property, lost children and information point and the Strand will provide a public information point.

JM has created a sponsorship brochure which has been circulated to local businesses as sponsors are needed for the live stream and APP. JM updated members that her husband who owns a local brewery in Woodbury Salterton has offered sponsorship, LB asked members if they would endorse the sponsorship for transparency, all members were in favour of the sponsorship and agreed there was no conflict of interest. CN queried how many sponsors the festival currently had in place, JM confirmed that two were in place which were the brewery and The Deaf Academy.

CN queried the alcohol policy in the Manor Gardens, LB confirmed that a limited amount of alcohol (6 cans per person) for personal use could be brought onto site, but no glass bottles are allowed for safety reasons. JW queried if plastic bottles of soft drinks were allowed in, JM stated that although the vendors have been asked not to use single use plastics it would be hard to enforce this with the public. JM confirmed that the public can also bring in their own food and an agreement is in place between the bar tender and the resident café that the café can provide Pimm's. NH raised concerns over how the alcohol limitations would be policed in the Manor Gardens, JM advised that security would be in place at the entrance and exit gates and they would carry out spot checks on the amount of alcohol being brought in.

5. Any other business

CJ has received the DALC bulletin which included a statement from the Prime Minister who has asked people to get involved in beacon lighting for the D-day 80th year celebrations on the 6th of June 2024. CJ asked members if they would like to take part, JW was keen to get involved following the success of the last beacon lighting, all members were in agreement.

CJ will investigate further and work out some costings to discuss at a future meeting.

6. Date of next meeting

13th July 2023 @ 2pm

The meeting ended at 14:27