

**Festival and Events Working Party**  
**Notes of Meeting, Thursday 4 July 2019, 1400**  
**Exmouth Town Council Meeting Room**

**Attendees**

JW	Joy Whipps	Councillor/Chair	Exmouth Town Council
AB	Aurora Bailey	Councillor	Exmouth Town Council
BB	Brian Bailey	Councillor	Exmouth Town Council
FC	Frank Cullis	Councillor	Exmouth Town Council
OD	Olly Davey	Councillor	Exmouth Town Council
SG	Steve Gazzard	Councillor	Exmouth Town Council
CN	Cherry Nicholas	Councillor	Exmouth Town Council
AS	Alex Sadiq (by telephone)	Councillor	Exmouth Town Council
LB	Lisa Bowman	Town Clerk	Exmouth Town Council
CJ	Chetna Jones	Deputy Town Clerk	Exmouth Town Council
NS	Natasha Smart	Note-taker	Exmouth Town Council

**Apologies**

PM	Paul Millar	Councillor	Exmouth Town Council
JW	Joe Whibley	Councillor	Exmouth Town Council
CH	Carla Hiley	Arts Manager	Exmouth Town Council
TH	Trevor Huggons	Steward	Exmouth Festival

**Welcome, Introductions and Apologies**

1. JW welcomed working party members and reviewed apologies.

**Notes of Meeting of 19 June 2019**

2. The notes from the last meeting were approved without comment.

**Christmas Fayre 2019**

3. LB explained that since the last meeting she had circulated indicative costings for powering an illuminated Christmas Fayre event in the Strand, which amounted to c£5,000 to provide lighting and power for stalls and a stage. However, an issue had arisen regarding the proposed Saturday 7 December date for the Fayre. At the last meeting councillors had suggested moving the timing of the Fayre to later in the day and into the evening, rather than a daytime event, but this unfortunately coincided with the already-booked ETC staff Christmas party (and retirement party for Office Manager Sue Cody). An alternative option was to hold the Fayre on Friday 6 December afternoon/evening instead, which would avoid the conflict. This would have the advantage of making the Fayre easier to staff (and largely avoid the need for overtime/time off in lieu), however the Saturday 7 December date had already been shared with local primary schools and the Deaf Academy (who were due to hold their Santa Sizzle event in the Strand the same evening). With pros and cons of both dates, LB was keen to present the issue to members for their thoughts.

4. Members discussed the different issues involved; key points from the discussion are as follows:

- **Fayre Date:** Date conflict aside, there was no real preference for holding the Fayre in the evening on either the Friday or Saturday night, although the

Friday night was felt to have advantages in terms of ETC staffing. Another possible option would be to hold the Fayre on the preceding Saturday 30 November, although some members felt that this was slightly too early for a Christmas event. The only proviso about changing the date would be to ensure that the Strand, which had already been booked for the Saturday daytime, was available to book on Friday 6 December (full day into evening);

- **Schools:** This far in advance, it was not felt that changing the date from Saturday to Friday would be a major issue for schools. The downside might be that schools would already have other activities and events scheduled for the Friday night. JW felt that, in her professional opinion, teachers would much prefer to manage the lantern parade on Friday night (as an extension of the working day) rather than on Saturday. Christmas tree decorating could also be built into the school day on the Friday, again rather than staff needing to work additionally on a Saturday;
- **Timings:** After some discussion, it was felt that c3-8pm would be the preferred timings for the Fayre. This would give the bulk of the day for ETC staff to set up the Fayre and for local schools to have time before the Fayre started to decorate their Christmas trees in the daytime whilst it was light. The lantern parade would take place c5.30-6pm once it was dark;
- **Stalls:** LB explained that there had been complaints in the past from some Strand food businesses over event stalls selling similar food, so ETC had tried to ensure food stalls offered something different to the normal food available in order to avoid conflict. The previous Mayor had approached some Strand food businesses directly about having their own stalls, which had worked out well. Members agreed that a ballpark stall cost of £20- £25 (perhaps more for food sellers) was appropriate. CJ suggested making it a condition for stallholders to ensure that their offerings are Christmas-oriented;
- **Budget:** LB confirmed that the ETC budget for a Christmas event was £10,000. The biggest cost of the event would be to provide power and lighting to the Strand and stage, likely to be at least £4,000, and at least £1,200 for the stage and sound hire. The cost of hiring the Strand was minimal in comparison. JW commented that the aim of the Fayre was traditionally not profit-making but as a community event;
- **Entertainment:** LB explained that the plan for stage entertainment was to use local community and school choirs with a festive theme, as well as the Town Band. She suggested tasking CH to work on the entertainment programme;
- **Security:** LB confirmed that security would not be required for the event, although it would be vital for councillors to act as stewards (particularly in respect of safety for the lantern parade). LB also commented that the infrastructure could be set up and taken down the same day, which would ensure overnight security was not required and reduce costs;
- **ETC Staff Christmas Party:** SG commented that he supported the ETC staff party going ahead on Saturday 7 December as booked.

5. Following discussion, members proposed changing the date of the Fayre to **Friday 6 December 2019, c3-8pm**, subject to the change being acceptable to local primary schools and StreetScene confirming availability of the Strand on that date. CJ was asked to contact local schools to check their appetite for changing the date, and LB offered to contact StreetScene re availability of the Strand, to report back at the next meeting.

**ACTION: CJ to report back on schools' response to the new date**  
**ACTION: LB to report back on availability of the Strand on the new date**

**Any Other Business: Marina/Mussel/Seafood Festival**

6. LB explained that she had an update from CH and TH about the planned seafood festival, which had been focused on a Marina-based event in early September. Marina-based businesses were supposed to be taking the lead on the event, with ETC support, however a combination of issues (businesses currently being too busy, the difficulty of finding a suitable date with a high tide that would not conflict with mussel-harvesting time, plus businesses wanting to extend the season into October) meant that their appetite for pursuing an event this year was no longer there. CJ also commented that the Tidal Defence Scheme work in that area, which was being postponed over the summer, would be in full swing from September which was likely to cause road disruption and accessibility problems. TH had reported that Marina businesses would prefer to postpone this year's planned event in favour of a 2020 event instead. JW concluded that deferring the event until next year seemed to be the best option; the working party concurred with this.

7. In respect of the Tidal Defence Scheme work impacting on other Exmouth events, CJ commented that the Environment Agency seemed certain that the work around the Imperial Recreation Ground would be completed by the time of the Exmouth Festival 2020.

**Date of Next Meeting**

8. Thursday 25 July 2019 at 1400.