Dulverton Town Council

Dulverton Traders Association

Dulverton Town Hall

Dulverton Heritage Centre

# Emergency Town Centre Grant

# Meeting Minutes

# 16th March 2022 10.15am

# Via Video Link

**Present:** Christine Dubery (Chair), Margaret Rawle, Ken Warren, Ali Pegrum, Nick Thwaites and Louise Ogden.

**Apologies:** Chris Nelder and Haley Sampson.

**Approval of the minutes of the previous meeting**: Minutes approved and accepted.

**Chairman's Comments:** Members were informed that a new Independent Contractor Agreement was resolved to be offered to Mrs Ali Pegrum by the Legal & Finance Committee and adopted by the Town Council on 14th March 2022.

**Matters Arising:**

Appointment of a further member: The Chairman welcomed Beth Brown.

RESOLVED: To appoint Beth Brown, a trader representative, as a member of the Dulverton Partnership Group. Proposed by Chris Dubery, seconded by Ken Warren and carried.

**Exmoor Lawns Entertainment Area:**

a) Performance Area
   1) The sound equipment has been received as has some of the lighting equipment and extra cabling.
   2) Gazebos have been ordered, awaiting delivery. Balance of the shed is to be paid tomorrow. It is hope that it will delivered and erected next week.

3) Staging – To be collected from All Saints Church. Further staging has been purchased and will be collected from Stroud.
4) An opportunity to purchase a trolley for easy stacking and transportation was discussed and consequently it was:

   RESOLVED: To purchase a trolley at a maximum of £150.00. Proposed by Nick Thwaites, seconded by Ken Warren and carried.

**Funding:**

1) HTAP Award @ £10,000
2) DTC @ £6,00
3) Surplus from previous events

Members will need to give further consideration to future funding.

**Events Plan 2022:**

Farmers Markets – April – September:
The stalls are all booked – there are no further pitches available.
All necessary licences have been obtained.

Queen's Jubilee Celebrations – To be held on 3rd June 2022.
The Working Group met on 14th March 2022, minutes from which have been circulated.
The poster advertising the event has been designed, as have the tickets.
Entertainment has been confirmed and booked.
Deposit on the marquee, tables and chairs have been paid.
Attempts are being made to source a further marquee to be used in the event of rain.

Music on the Lawns – To be held on 5th June 2022
An application for additional funding has been submitted by the Town Hall Committee. The Rotary Club of Exmoor has kindly offer a grant and Oggies has offered sponsorship.

Artisan Fair: To be held on 9th July 2022
Twenty three stall holders have applied to attend
Entertainment has been organised and the relevant licenses obtained.

Vintage Fair – To be held on 4th September 2022
The entertainment has been booked and ten stalls have booked pitches to date.
The relevant licences have been obtained.
Exmoor Distillery has offers sponsorship.
The cost of portable loos are to be ascertained.

Fun Run – To be held on 18th September 2022
Necessary permissions have been obtained from all land owners. A response from ENPA is still awaited.
Providers concerning the issuing of tickets is still to be determined.

Literary Festival: To be held on 20th November 2022
There will be six, one hour long events in the Town Hall commencing at 11.00am, to conclude by 8.00pm, which will be recorded and used as a podcast on the website. Book signing opportunities will be available and the bar will be open.

Ken agreed to organise the technical equipment required.
A maximum of 100 people will be able to attend each event at a proposed cost of £10.00 per ticket.

Dulverton by Starlight: To be held on 3rd December 2022
Arrangements are progressing well. A further meeting of the Committee is scheduled to be held in April. The new shed will be made available for the Committee to use for storage.

**Website:**
Event information is being continuously updated.
The use of 'pay per click' is likely to incur administration costs of up to £400. However, a contact made with a representative from Petroc College of Further and Higher Education may prove beneficial in this respect.

**Visit Exmoor - Renewal:**
Members considered the costs and expressed their gratitude for the support received over the past year. However they do consider that the same level of support is still required and therefore:

RESOLVED: To renew at an annual cost of £290.00 for a 'premium package' with a link directly to the Visit Dulverton website and to include the Farmers Market. Proposed by Margaret Rawle, seconded by Ken Warren and carried.

**Financial Statement and approval of payments to date:**

RESOLUTION: To approve payments as per Appendix A. Proposed by Margaret Rawle, seconded by Ken Warren and carried.

**Emergency Town Centre Fund – Completion**
Members agreed that work would continue to promote Dulverton as a tourist destination and organise future events.

**Any other business with permission of the Chairman:** None

**Date of next meeting:** Wednesday 13th April at 10.00am via zoom.

Appendix A

# Emergency Town Centre Grant – Payments for approval

# 16th March 2022

| Expenditure | Amount £ | + VAT (if applicable) | Date Paid |
|---|---|---|---|
| SWT Licensing Fees | 347.00 | | 15/02/22 |
| Fjell Events - Lighting | 1,368.70 | 273.74 | 22/02/22 |
| L Corbett - Lighting | 150 | | 22/02/22 |
| Custom Building Ltd –Shed Deposit | 1,136.53 | 227.28 | 22/02/22 |
| Thomann – Sound Equipment | 1,528.33 | 305.67 | 24/02/22 |
| Instant Promotion (UK) Ltd - Gazebo | 3,621.09 | 3,621.09 | 03/03/22 |
| Elegant Marquees Ltd. – Staging | 750.00 | 150.00 | |
| Custom Building Ltd –Shed | 1,754.64 | 290.93 | |