Dulverton Town Council

Dulverton Traders Association

Dulverton Town Hall

Dulverton Heritage Centre

Emergency Town Centre Grant

Meeting Minutes

20th July 2022 10.00am

Via Video Link

Present: Christine Dubery (Chair), Nick Thwaites; Margaret Rawle, Ali Pegrum, Chris Nelder, and Ken Warren.

Apologies: Hayley Sampson & Louise Ogden

Approval of the minutes of the previous meeting: Minutes approved and accepted. Proposed by Chris Nelder, seconded by Margaret Rawle and carried.

Chairman's Comments: None

Matters Arising:
Update on Hire of Equipment

DTC has approved in principal that the hire of equipment was made available for hire by local residents. However, this facility would not be advertised. The draft hire document was also approved. Electrical side will probably need to be accompanied as far as set up is concerned.

a) Hiring Costs - Research from Tim Ogden undertaken was imparted to members who considered the costs were a bit high. Further research to be undertaken.

b) Insurance Update- The equipment is covered by DTC insurance while it remains in DTC control, whether being used or in storage. When hired by a third party the equipment will not be covered by DTC insurance. At the present time the responsibility is that of the 'hirer' to ensure appropriate insurance cover is in place. Further research is required.

Nick commented that he was concerned about how reliant we are on volunteers when organising, setting up and running events and suggested that it may be worth considering hiring people to undertake the necessary set up requirements.

Events 2022

a) Artisan Festival – 9th July 2022

Attended by many local people as well as visitors and considered a successful event, enjoyed by many. It was commented that the produce offered differed considerably from that on sale at the farmers market and that there was a good range of stalls.

The car parking facilities in the field was minimally used. Signage for the Lion Stables side of town to indicate where to go. Fabulous atmosphere stall holders happy. Great advert for the town. Mr Nelder asked about wet weather arrangements, if it had been light rain the gazebos would have been put into use, if wet and windy then options were to cancel or move to town hall.

It was agreed that the event will be held on the same weekend next year.

b) Vintage Fair - 4th Sept. 2022

The entertainment has been booked as have all the stall holders, most of whom have paid the required fee.

ENPA Headquarters car park will be available for use. A donation of £50 is to be made after the event to Caremoor.

Road side advertising boards will be put in place four weeks before the event.

The logistics need to be organised but the set up will take place on the Saturday morning. A meeting will be held on Friday 29th July at 2pm between Chris, Ali and Margaret to discuss the tea & cake stall.

RESOLVED: To accept the quote from Instant Print for 1,000 A6 size posters. Proposed by Chris Dubery, seconded by Ken Warren and carried.

c) Fun Run 18th Sept. 2022

Everything is in place; all risk assessments having been completed.

A post will be published on face book requesting volunteer marshals.

Members were asked to promote the event.

All costs have been met by sponsors; the biggest outlay being the cost of using Medicare.

d) Literary Festival - 19th & 20th Nov. 2022 as from 11.00am until 8.00pm.

The art work for the program has been finalised and the booklet is to be produced by a sponsor. Ali is awaiting a design for the leaflet to be inserted concerning the writing competition.

Local schools are to be asked to promote the competition and the Library is supporting the event. Prizes will be vouchers for Waterstones.

Two thousand, one hundred pounds has been obtained with regards sponsorship.

There will be six main talks involving several household names, all of whom have best - selling books, including William Sitwell, Rob Kitson and Norman Scott.

Volunteers will manage the ticketing and hosting.

Technical details involving the sound equipment require discussion. Ken commented that there will need to be a sound technician on site throughout the day.

Members were advised that if the event is to be repeated, consideration will need to be given to future funding. The literary /arts aspect will keep Dulverton 'on the map' and hit the local demographic profile, while encouraging also the use of local facilities (e.g. restaurants).

Members were informed that a total of £3,600 + VAT has been obtained by Ali through sponsorship for all the 2022 events.

Events 2023:

a) Open Gardens Event
Ken provided members with details of past open garden events in Dulverton, from which the monies raised supported local charities. They were organised by a small committee and usually held on the last Sunday in June.

Visitors were charged a nominal fee and a brochure was available, funded by advertising fees, however it was considered expensive.
The selling of teas and cakes raised a considerable amount.
In the event that members agreed to pursue the idea, local garden owners, willing to take part, would need to be identified and the location considered safe for public access etc.
Members agreed that the proposed event is investigated further and that a percentage of the any profit should be distributed to local charities, the rest used for future events.

b) Antiques Fair/Auction
After lengthy discussion members agreed that to hold a legitimate auction would involve legalities which could prove costly.
It was subsequently suggested that a 'valuation day' is organised – visitors being charged an entrance fee. Antique stalls will be available as well as refreshments and background music.
A guided tour of Dulverton could be made available with the support of the Heritage Centre.

c) Folk Music Event
It was agreed that the intention should be to give the event a modern twist. The proposal is to be discussed further at future meetings.

Photo Competition:
There were 74 entries, which have been forwarded onto the judge for consideration. Not all followed the brief, but there included some beautiful images of Dulverton.

Website:
All press releases are now published as a news item rather than a blog.
The offer from Taunton & Bridgewater College to provide SEO involvement (a BSC student) has unfortunately been postponed due to illness.
Visit Dulverton is now ranking well on google and is advertised as 'tourist information', where there exists the facility to write a review.

Financial Statement and approval of payments to date:

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

RESOLUTION: That a recommendation is made to DTC Legal and Finance Committee that the profits from events are ring fenced for the further continuation and expansion of said events & continued support for the role of the Tourism & Promotions Consultant. Proposed by Margaret Rawle, seconded by Nick Thwaites and carried.

Any other business with permission of the Chairman:

Dulverton Live Event – Saturday 8th October in the Town Hall
Members were informed that this event, being organised by Councillor Bill Gash (DTC) is being held as an 'open day' type of event for residents old and new, of all ages, to find out more about the various groups and organisations operating in the town which will benefit existing and new residents, who can find out about activities, groups and events This could also be an opportunity to invite people to join the DTC and contribute that way as well as to promote the work of the Dulverton Partnership and encourage volunteers.

Cyber Crime Protection Event – Friday 9th September at 10.30 in the Town Hall
An event organised by DTC, to be presented by fraud and cyber protection officers from Avon & Somerset Police.

Date of next meeting: Wednesday 17th August at 2.00pm via zoom.

Appendix A

Emergency Town Centre Grant – Payments for approval

20th July 2022

Expenditure	Amount £	+ VAT (if applicable)	Date Paid
Mrs C. Dubery (bookwhen)	9.00	1.80	14/06 22
Ali Pegrum)	1,040.00		23/06/22
Mr K Warren (audio cables x 2)	39.98		21/06/22
Mrs C. Dubery (bookwhen)	9.00	1.80	07/07/22
Marketing Chameleon	110.00	22.00	
Ali Pegrum	1,082.00		