

**STOKESLEY TOWN COUNCIL**  
**COMMUNICATIONS AND EVENTS COMMITTEE**

A Meeting of the Communications and Events Committee  
was held in the Town Hall, Stokesley on Thursday 27 April 2023

**Communications and Events Committee Membership**

Cllr Sally Atkinson, Cllr Chris Johnson, Cllr Graham Sowerby and Cllr Andy Wake plus non-council representatives – Mr Richard Agar and Mrs Sue Thompson.

**Present:** Cllrs Sally Atkinson, Chris Johnson and Andy Wake.

Non-Council Members – Mr Richard Agar and Mrs Sue Thompson

Town Clerk – Julie Mcluckie.

**1/27/04/23 NOTICE OF MEETING**

**RESOLVED** that the public notice of the meeting had been provided in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.

**2/27/04/23 MEMBERS OF THE PUBLIC**

None present.

**3/27/04/23 APOLOGIES FOR ABSENCE**

**RESOLVED** that the apologies from Cllr Sowerby be received and approved.

**4/27/04/23 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA**

None declared.

**5/27/04/23 MINUTES OF THE MEETING HELD ON 7 MARCH 2023**

**RESOLVED** that the minutes of the meeting held on 7 March 2023 be agreed.

**6/27/04/23 EVENTS 2023**

- a. **King's Coronation - RESOLVED** that the Farmers Market and Craft & Gift Fair would be taking place on Saturday 6 May 2023. The Ziggurat is displaying a crown and the Town Hall has been decorated. A resident is hosting an invitation only event on the Saturday evening to thank volunteers and will include floral displays by the Flower Club and a display from the Stokesley History Group. Monday will see the Town Hall open with volunteer organisations asked to attend to promote what they do and how people can get involved along with local music groups performing and refreshments. Various other activities are taking place across the Town.
- b. **Books and Trails Festival – RESOLVED** that the Clerk would contact each of the authors to confirm what they will be doing on the day and if they have any specific set up requirements. The Clerk would also ask if they would be happy to be involved in a pre-

recorded radio interview and if so, what telephone would be best to contact them on. To also confirm what merchandise they will be bringing and any dietary requirements. Once this is in place the timetable will be finalised and an information sheet provided to everyone attending. All external stalls to provide a risk assessment and copies of their insurance. The Clerk to review the safeguarding policy to ensure that we have all elements covered. Promotion of the authors attending to commence directly following the Coronation, Catch Designs would prepare the social media feeds and also design a poster and an A5 leaflet. It was agreed to purchase 500 A5 double sided promotional leaflets for distribution at a cost of £65. A risk assessment for the Plain area to be completed, vehicles to be parked to close off the car park but allow access to the Church. The Clerk to ask Cowan Transport if they could provide a lorry or large truck, not only to promote their sponsorship but to assist with the road closure. The Clerk would e-mail the Middlesbrough Foundation Charity to confirm the compare and establish if there would be any charge, also to offer them a stall outside. It was agreed to extend the short story writing competition to the 31 May 2023 to cover the half term period. Middlesbrough College and Stokesley School are working on various stage and door designs and other free-standing displays. Cllr Atkinson would confirm the 10 book characters for the shop trail to Catch Designs as soon as possible. The Clerk to ask for Councillors support at the event and encourage other volunteers to be involved.

- c. **Stokesley Sparkle – RESOLVED** that the Stokesley Sparkle event take place on Friday 1 December 2023. Members were asked to consider who they could get to do the Christmas Tree Light Switch on this year building on the success of last years event.

The meeting closed at 8.30 pm.

Signed ..... Date.....