

## **GAINSBOROUGH TOWN COUNCIL**

MINUTES of a MEETING of the REMEMBRANCE SUNDAY & ARMED FORCES DAY WORKING GROUP held at Richmond House, Morton Terrace, Gainsborough on Friday 26 April 2019 at 9.30am

**Present:**  
Councillor Tim Davies (Chair)  
Councillor Caz Davies  
Councillor Keith Panter  
Frank Charlton – Chairman of Royal British Legion (RBL)

**In Attendance:**  
Claire Hill                                      Town Clerk  
Jessica Flowers                                Admin Support Officer

### **1. APOLOGIES FOR ABSENCE AND REASONS GIVEN**

None received.

### **2. MINUTES (Paper A)**

Minutes of the meeting of Remembrance Sunday & Armed Forces Day Working Group held Friday 5 April 2019.

**RESOLVED** that the Minutes of the Remembrance Sunday & Armed Forces Day Working Group meeting held on Friday 5<sup>th</sup> April 2019 be confirmed and signed as a correct record.

### **3. BUDGET REVIEW**

Current budget was reviewed and remaining total of armed forces fund noted.

### **4. ADVERTISING**

- i. Current Gainsborough Life advert was reviewed and purchasing the copyright was approved to enable council to publish the advert. CD to ask for and send military vehicle photos for the June edition advert.
- ii. Cllr C Davies noted she is awaiting to hear back on price and availability to advertise the event in Mums & Dads Leaflet but should be confirmed circa 30<sup>th</sup> April.
- iii. It was agreed for the office to source 2x feather banners and 2x bases to be used for event entrance on the day.
- iv. CD noted that local photographers J&A Photography will attend the event and take photos that will be donated to the Council free of charge to use for future advertising.

### **5. CURRENT BOOKING SPREADSHEET**

CD & TD updated the group on potential bookings/stall holders for the event and will push for more confirmations before the next meeting.

Office to attempt to obtain further bookings, particularly stalls and catering.

**6. LICENSE CAPACITY/ATTENDANCE COUNT**

Due to the TENS license capacity at 499. It was agreed that the stage and catering area will be marked off using stakes/tape and strategic layout, a count will take place to ensure we meet the requirements.

**7. HARD STANDING – VEHICLE FLOOR PLAN**

CD & TD confirmed floor plan will take into consideration fire escape and contingencies for lighter vehicles to be on the grass if required. It was agreed a site visit mid-late May will take place to allow for mapping/event layout to begin.

**8. DATE OF NEXT MEETING**

Members agreed that the next meeting would be arranged for Friday 17<sup>th</sup> May 2019 at 9.30am.

**Meeting concluded at: 10:28am**