



Dulverton Town Council  
Dulverton Traders Association  
Dulverton Town Hall  
Dulverton Heritage Centre

## **Emergency Town Centre Grant**

### **Meeting Minutes**

**15<sup>th</sup> June 2022 10.00am**

**Via Video Link**

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

**Apologies:** Haley Sampson and Beth Brown.

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

**Chairman's Comments:** Members were thanked for all their time and effort with regards the Queens Jubilee event. It was confirmed that enough equipment had been purchased to create a very functional performance area.

#### **Matters Arising:**

Hire of Equipment: Members considered the draft 'hire agreement' with the intention to make a recommendation to Dulverton Town Council (DTC) that it is accepted for future use.

The following observations were made:

- a) It needs to be a document that can be edited.
- b) Paragraph 1b. Spelling of "available".
- c) Paragraph 7. First sentence - Suggested alternative wording: "No gazebos may be used in wind speeds above 25mph."
- d) The equipment listed includes microphones – up to six.
- e) The Clerk was requested to check with DTC insurers that there exists no impediment to DTC hiring its equipment out.
- f) Charges need to be considered and a recommendation made to DTC for approval.
- g) Payment for damage to the equipment caused by the hirer.

**RESOLVED:** To charge £200 (including VAT) as a 'one -off' payment to Haley Sampson for the hire of various pieces of equipment. Proposed by Chris Nelder, seconded by Ali Pegrum and carried with one abstention.

## Events 2022

### Queen's Jubilee Celebrations – Held on 3<sup>rd</sup> June 2022.

The event was enjoyed by all who attended and over 50 volunteers helped ensure that it was a great success.

Ali sent a press release with all images that was picked up by the free press journalist who also covers other publications. Further images were requested. The expectation is that the event may feature this week. Her contact list for press releases now amounts to about 20.

There were also two live radio Somerset broadcasts, (the number of listeners to which has reached 4,260 to date) and one pre - recording for the event. There were also many social media posts etc.

It was noted that two large tea pots need to be sourced for use at future events. Also, that the cost of the posters advertising the event proved expensive.

### Music on the Lawns – Held on 5<sup>th</sup> June 2022

The open air venue was deemed a success by the performers. The weather was disappointing but there was a lovely atmosphere.

### Artisan Fair: To be held on 9<sup>th</sup> July 2022

Thirty stalls have been booked for the event which has been advertised on the website. If the weather is inclement the gazebos may be required for the live entertainment.

### Vintage Fair – To be held on 4<sup>th</sup> September 2022

Twenty stall have been booked. Ali is to design posters advertising the event. The date for the erection of the marquees is still to be determined. A porta-loo will be available for use by those with disabilities.

### Fun Run – To be held on 18<sup>th</sup> September 2022

Medicare is booked and the land permissions obtained including permission from E.N.P.A to use the car park in front of their headquarters. A post will be published to request volunteers to act as marshals.

### Literary Festival: To be held on 19<sup>th</sup> & 20<sup>th</sup> November 2022

The event is now taking place over two days. Creative writing workshops are to be held in Dulverton Library on Saturday afternoon for both children and adults. A story writing competition is to be held for children to enter, to be facilitated via the local schools.

The draft programs have been designed by Ali.

The bar will be open, selling teas & coffees etc. at the intervals during the day and possibly wine in the evenings.

Considerable interest has been expressed following the recent podcast.

Ken is to investigate the cost of recording equipment so the event can be transferred to a podcast.

The total amount of sponsorship obtained for the 2022 events amounts to £2,700 + VAT% as follows:

Music on the Lawns	@ £300.00
Vintage Fair	@ £300.00
Fun Run	@ £900.00
Literary Festival	@ £1,200

### **Events 2023:**

The following suggestions were made:

- Antique auction – possibly during March, using the Town Hall as the venue.
- Folk music weekend – Chris D to liaise with Paul Tucker.
- Brass Band Concert – to be held on Exmoor Lawns during the summer. Louise to pursue details.
- Open Gardens – historically organised to raise charitable funds. Chris D and Ken to investigate further.

### **Website:**

The website is regularly updated with regards local trader information and local events. There are also links to sponsors websites.

In the last 90 days there have been 3,500 users engaging with all aspects that the website has to offer.

Dulverton by Starlight is to be integrated into the website.

Ali is looking to obtain Google reviews to access how the website is being received.

The Facebook page currently has 1,226 followers, Instagram has 900 and Twitter has 566. An increase of at least 10%.

Ali has contacted 'Visit Somerset', who fail to mention Dulverton, or indeed Exmoor, on their website; with a view to inclusion and increasing traffic.

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

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

The sound equipment bought by DTC via this group was put to good use for the Jubilee events last weekend. It performed well, and did exactly what it was intended to do. However, in order to make the best use of the space available, and to maximise the sound distribution, a couple of xlr cables long enough to get a good separation of the two loudspeakers had to be borrowed from the Town Hall Charity. This also enabled the sound desk to be placed out of sight.

Members were requested to consider the purchase of two suitable 10 meter xlr cables for about £50.00, including VAT and delivery for use at future events.

RESOLVED: That two suitable 10 meter xlr cables for a maximum of £50.00, including VAT and delivery are purchased. Proposed by Margaret Rawle, seconded by Ken Warren and carried.

### **Any other business with permission of the Chairman:**

Photo Competition: Details of the event have been advertised via radio interviews, the website and podcasts. The brief is to submit images of Dulverton; the closing date being 15<sup>th</sup> July 2022. Several entries have already been submitted.

**Date of next meeting:** Wednesday 20<sup>th</sup> July 2022, commencing at 10.00am.

## Emergency Town Centre Grant – Payments for approval

15<sup>th</sup> June 2022

Expenditure	Amount £	+ VAT (if applicable)	Date Paid
Gerry Lewis – website hosting etc.	125.89		13/04/22
Ali Pegrum	720.00 900.00 (HTAP)		05/04/22
Mrs C. Dubery (bookwhen)	9.00	1.80	05/05/22
Showbitz	365.09	73.01	26/05/22
Mr S. Williams (sheeting)	17.65	3.53	31/05/22
Mr S. Williams (flag repairs)	17.18	3.44	31/05/22
Mrs C. Dubery (collection bins)	37.98		31/05/22
Mrs C. Dubery (connection cable)	23.25	4.65	07/06/22
Ali Pegrum	720.00 900.00 (HTAP)		07/06/22