



Nelson Town Council

Nelson Town Council
Town Hall
Market Street
Nelson
Lancashire BB9 7LG

Tel: 01282 697079
Email: info@nelsontowncouncil.gov.uk
Website: www.nelsontowncouncil.gov.uk

COMMITTEE: EVENTS, PROMOTIONAL & MARKETING

MEETING DATE: 04 SEPTEMBER 2019

SUBJECT: REPORTS AND MEETING DOCUMENTS

Reports and Correspondence enclosed.

Agenda item number	Reference
6	Gazebo Audit Report
8	Copy of Lancashire Day/Christmas Lights Switch on Report
9	Copy letterhead and compliment slip
10	Boundary signs – response to design brief
13	<ul style="list-style-type: none">• Schedule of Payments – June 2019• Schedule of Payments – July 2019• Committee Financial Report

1

Unique Gazebo Audit for Nelson Town Council



Gazebo Number -

- Can you erect the Gazebo with ease? Yes No
- Do any moving parts need lubricating? Yes No
- Are the legs free from damage? Yes No
- Is the inside metal structure free from damage? Yes No
- Is the inside of the canopy clean? Yes No
- Is the of the canopy free from rips and tears? ~~Yes~~ No
- Is the outside of the canopy clean? Yes No

Comments

SMALL TEAR.
 BOLT MISSING.
 DIRTY.

2

Unique Gazebo Audit for Nelson Town Council



Gazebo Number -

Can you erect the Gazebo with ease?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Do any moving parts need lubricating?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Are the legs free from damage?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is the inside metal structure free from damage?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Is the inside of the canopy clean?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Is the of the canopy free from rips and tears?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Is the outside of the canopy clean?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Comments

BOLT MISSING.
RING PULL MISSING.
SMALL MOLE
PREVIOUS REPAIRED TEAR.

3

Unique Gazebo Audit for Nelson Town Council



Gazebo Number -

Can you erect the Gazebo with ease?	Yes	<input checked="" type="radio"/> No
Do any moving parts need lubricating?	Yes	<input type="radio"/> No
Are the legs free from damage?	Yes	<input type="radio"/> No
Is the inside metal structure free from damage?	Yes	<input type="radio"/> No
Is the inside of the canopy clean?	Yes	<input type="radio"/> No
Is the of the canopy free from rips and tears?	Yes	<input type="radio"/> No
Is the outside of the canopy clean?	Yes	<input type="radio"/> No

Comments

JAMMED SOLID
WONT OPEN.
CANT COMPLETE FULL
INSPECTION.

4

Unique Gazebo Audit for Nelson Town Council



Gazebo Number -

Can you erect the Gazebo with ease?

Yes

No

Do any moving parts need lubricating?

Yes

No

Are the legs free from damage?

Yes

No

Is the inside metal structure free from damage?

Yes

No

is the inside of the canopy clean?

Yes

No

Is the of the canopy free from rips and tears?

Yes

No

Is the outside of the canopy clean?

Yes

No

Comments

SMALL HOLES .

LARGE TEAR PREVIOUSLY

REPAIRED .

5

Unique Gazebo Audit for Nelson Town Council



Gazebo Number -

Can you erect the Gazebo with ease?	Yes	<input checked="" type="radio"/> No
Do any moving parts need lubricating?	Yes	<input type="radio"/> No
Are the legs free from damage?	Yes	<input type="radio"/> No
Is the inside metal structure free from damage?	Yes	<input checked="" type="radio"/> No
Is the inside of the canopy clean?	Yes	<input checked="" type="radio"/> No
Is the of the canopy free from rips and tears?	Yes	<input checked="" type="radio"/> No
Is the outside of the canopy clean?	Yes	<input checked="" type="radio"/> No

Comments

BOLTS MISSING FROM FRAME.
TEARS.

6

Unique Gazebo Audit for Nelson Town Council



Gazebo Number -

Can you erect the Gazebo with ease?

Yes

No

Do any moving parts need lubricating?

Yes

No

Are the legs free from damage?

Yes

No

Is the inside metal structure free from damage?

Yes

No

Is the inside of the canopy clean?

Yes

No

Is the of the canopy free from rips and tears?

Yes

No

Is the outside of the canopy clean?

Yes

No

Comments

GOOD CONDITION.

DIRTY

7

Unique Gazebo Audit for Nelson Town Council



Gazebo Number -

Can you erect the Gazebo with ease?

Yes

No

Do any moving parts need lubricating?

Yes

No

Are the legs free from damage?

Yes

No

Is the inside metal structure free from damage?

Yes

No

Is the inside of the canopy clean?

Yes

No

Is the of the canopy free from rips and tears?

Yes

No

Is the outside of the canopy clean?

Yes

No

Comments

BOLTS MISSING x2.

DIRTY.

HOLES AND TEARS.

8

Unique Gazebo Audit for Nelson Town Council



Gazebo Number -

Can you erect the Gazebo with ease?

Yes

No

Do any moving parts need lubricating?

Yes

No

Are the legs free from damage?

Yes

No

Is the inside metal structure free from damage?

Yes

No

Is the inside of the canopy clean?

Yes

No

Is the of the canopy free from rips and tears?

Yes

No

Is the outside of the canopy clean?

Yes

No

Comments

BOLT MISSING.

SMALL TEAR.

DIRTY.

9

Unique Gazebo Audit for Nelson Town Council



Gazebo Number -

Can you erect the Gazebo with ease?	Yes	No
Do any moving parts need lubricating?	Yes	No
Are the legs free from damage?	Yes	<input checked="" type="radio"/> No
Is the inside metal structure free from damage?	Yes	<input checked="" type="radio"/> No
Is the inside of the canopy clean?	Yes	No
Is the of the canopy free from rips and tears?	Yes	No
Is the outside of the canopy clean?	Yes	No

Comments

LEGS BROKEN.
BOLTS MISSING
NO CANOPY.



Nelson Town Council

AGENDA ITEM 8

Town Hall, Market Street, Nelson,
Lancashire, BB9 7LG
Tel: 01282 697079 Mob: 07735 350735

Email: info@nelsontowncouncil.gov.uk
Website: www.nelsontowncouncil.gov.uk

COMMITTEE: EVENTS, PROMOTIONAL & MARKETING

MEETING DATE: 05 DECEMBER 2018

SUBJECT: LANCASHIRE DAY AND CHRISTMAS LIGHTS SWITCH ON EVENT
(FEEDBACK & REVIEW)

REPORT BY: TOWN CLERK

AGENDA ITEM NUMBER 5 – To receive a debriefing report from the Town Clerk on the recent event held on 24 November 2018 from 11.00am to 6.00pm

Background

This years Lancashire Day and Christmas Lights Switch on event took place on Saturday 24th November from 11.00am to 6.00pm. This year's event coincided with the Council's 10-year anniversary celebrations. At the events meeting in September, the Clerk was given a remit to prepare the event within the allocated budget parameters.

Advertising and Banners

New banners were ordered for this event. Problems were encountered with Lancashire County Council and the banners around Town Centre. Although permission had been verbally given to the Clerk, the banners were removed before the event by LCC. Further calls were then logged with the LCC call center in Accrington and a request has been made for the banners to be returned. To date, these have not been received. In future, written permission is to be obtained for erecting banners around the Town Centre. A pre-event press release was issued and made it in the Lancashire Telegraph.

The design and print of the flyers were contracted out to the local printing company in Nelson. Advance planning was made to this event, however the company delayed the advertising by another week by failing to meet deadlines. Eventually, I was supplied with half an order. An additional order was then made online to expedite matters for the print of A5 flyers. The company then provided the flyers (second half of the order) later in the week which we were not charged for. This is not the first time the company have failed to meet deadlines. Advertising is a key tool in the success of any event, and we have been fortunate on this occasion.

All local schools in Nelson received flyers for the event as well as local businesses, community centers and other organizations in the Town Center.

One week's online radio advertising was booked with 2BR which included a 30 second commercial. The post-event press release has been issued and will appear in the Nelson Leader.

Gazebos, bunting and council promotional materials

In the absence of a handyman a contractor was appointed to pick up the gazebos, tables, chairs and erect them in the sites directed by the Clerk. The 10-year anniversary bunting was also erected. A list had been provided to the contractor in advance.

On the day, the Chair requested banners to be erected around the stage and other areas, with the assistance of the Chair and our Caretaker, there were erected around midday.

The promotional feather needs replacing and could not be used. Some of the gazebos need repairing in advance of any future events we have. The contractor fixed some gazebos that were used on the day to ensure we were compliant with health and safety.

Nationwide marquee based in Nelson were contracted to provide the marquee opposite the stage. They were the same company used as last year. The size dimensions were similar spec and cheaper than what was paid out previously.

Live music, staging and opening

There was live music throughout the day from 11.00am to 6.00pm. 2BR had arranged for the artists with the exception of the Crash band which was directly booked by the Council on the request of the committee and Cllr Hayat. The 2BR presenters were not provided an updated running order for the day, however this issue was sorted out in the end. There was a delay in having the stage set-up, the contractors had arrived late in the morning. Extra stage barriers were ordered for the ice-skating rink and the snow globe.

The event was officially opened around 11.15am by the Mayor of Pendle and with the Town Crier.

Fairground rides

A number of problems were encountered with booking the fairground rides as the company had an expectation of the Council booking 3 rides. Two rides were booked at a cost of £350 each, hook a duck, sweet and candy stall and lights/illuminations seller.

Entertainment

The ice-skating rink outside the Library was a hit with everyone. The snow-globe was another attraction that had queues throughout the day. They were giving away free photo key-rings and had sold out at 4.30pm. The staff had thoroughly enjoyed the event. Punch and Judy were booked from 12-4pm which included balloon modelling.

A snowman walkabout character was another hit with the kids. This was booked from 1.00-5.00pm. Clog dancing performance was booked for the morning and the afternoon which saw crowds draw in. These were booked last minute, in future advance booking is required for clog dancers.

Stalls and food vendors

The funfair contractors brought their burger van and requested it to be sited on the corner of the pub where they have their dedicated electrical supply, a 16 amp plug which they have paid for. English traditional hot food and potato van was sited outside the Ace Centre gates.

Asian food vendors included, Istanbul Grill and Yum Yum stall from the market, selling samosas, pakoras and other Asian foods. Yum Yum sold out by 4.00pm. A request was made from another market stall to sell Asian foods however they failed to supply their documentation on time and changed their minds on the last day to have the stall. Riz's cakes was booked to sell cakes. This food vendor sold out around 4.30pm. Calyx selling nutritional drinks also had booked a stall.

All stall holders were required to complete a booking form, provide insurance, food hygiene certificates and risk assessments. A charge of £20.00 for booking a stall was requested by the Council. Some stall holders made a request for gazebo, tables and chairs which were provided on the day.

Booths were present selling Lancashire products. Some of the feedback received was 'the stall was absolutely brilliant' and they 'would be delighted to do something similar next year if there is an opportunity to do so'. The henna artist was also booked and kept busy throughout the day.

Council Promotional Stall and Fundraising

The Clerk set-up a promotional stall with free keyrings, pens, newsletters and Lancashire Roses which were popular. However the stall could not be supervised throughout the day as the Clerk was needed to assist with issues. Unfortunately this gave an opportunity to someone to take off with the bulk of the Lancashire roses. In future, we require volunteers to take part in handing out roses and giving away freebies, talking to members of the public about council services etc Fundraising buckets and cans were carried around for collection by Nelson Youth Vision who took part in the event, organized by Cllr Mashuq.

Christmas Choir

Bradley Primary School took part in a 5 minute choir last year, however they declined the request this year due to an upcoming Christmas event. Barrowford Primary were then approached and eventually got a choir together, which was confirmed at the last minute.

Fireworks

This was the first year of having a firework display at the switch on. A 5 minute display was booked for £800 which was the cheapest compared to some quotes received in the region of £2k. Next year the contractor has requested a £1,000 budget, that's an increase of £200 to give us a better and extravagant display than what we received this year. Although Pendle Rise has given permission for the use of their roof, on the day, the Centre Manager was not present and the Owner did not know anything about this. The Clerk had to have a meeting with the owner when the fireworks contractor arrived and had to write and sign documentation on what permission had been obtained from the Centre manager. Eventually authorization was given and security allowed the contractor on the roof to set up just before 4pm.

Town Hall

The Town Hall was arranged to be opened to provide a VIP area for artists. 2BR had requested a list of refreshments and a total of £60.40 was spent. There was some stall holders seen using the VIP area and using the toilets. However this area was restricted to headline artists and backroom staff, 2BR, entertainment provider Snowman and Councillors. We must be extra vigilant in future to ensure that this area is not mis-used.

Overall Assessment

The event was a massive success with hundreds of people throughout the day. Positive feedback was received from members of the public and Councillors who came to support it. There is plenty of scope to build for next year, however it would be helpful if a member of the Events committee could be appointed as a point of contact to assist the Clerk in the organizing and lead up to the event which was heavily reliant on one person to organize. The Chairman has assisted and made himself available with other councillors who came on the day to support the event.

Meeting with 2BR

A de-briefing meeting took place with 2BR earlier this week and the following recommendations were made to them in order to save costs for future events and to make them bigger and better than this year:

- Request for a big stage to be considered within the same fee we paid this year. It was suggested that we may appoint a stage provider directly if we can get a better deal however the opportunity has been given to 2BR to reconsider pricing and stage options
- Consideration for a big-name celebrity to be booked for a meet and greet – this could potentially attract many more hundreds to the event.

Event Costs

The total cost of the event came within budget. A breakdown of the costs is listed in the table below.

Provider	Details	Costs (NET)
Lancashire Broadcasting company Ltd (2BR)	Stage Two Option, Headline Entertainment, Extra Entertainment (x2 bands), Advertising campaign from 18/11 – 24/11/18, 30 second commercial licensed on 2BR	£6,424
Lancashire Broadcasting company Ltd (2BR)	Extra stage barriers	£200
Crash – Stage Act	Stage performer	£1,000
North West Medical Solutions	Treatment centre, first aid x7 hours	£250
Nationwide Marquee	Marquee opposite stage 6x12 (72 Sq metres) – open fronted	£760.00
Eliza Mowe	Town Crier – 11am to 4.00pm	£150.00
Leisure Skate	Ice skating rink - 9 x 8 (25 skaters) with staff – 11-6pm	£2,395
MTM Presentation	Snowglobe from 11am till 6pm: - free photos throughout 6 hours. 2 operators – power required	£1,250
Magical Fireworks Ltd	5 minute arial display - Full night sky to be used, with effects changing constantly using lots of bight colours including Brocades Silver strobes and pastel colours	£800
Brian Gore	Punch and Judy and Balloon Modelling – 12-4pm	£330
LJS Funfairs	2 childrens rides – 12-6pm	£700
Sunshine Events	Snowman walkabout character hire including additional staff member – 12-5pm	£595
Oakenhood Clog Dancers	X2 performances	£250
Morrisons	Refreshments for performers	£60.40
Starprint	Flyers, design and banners	£335
Mixam Print	2,500 A5 flyers – 130gsm	£51.27

Total Event Cost £15,550.67

The committee has a budget of £10,000 for Lancashire Day and £20,000 budget for Events (General). The total cost of the event is within budget parameters. It is recommended that a budget of £18,000 is set aside for Lancashire & Christmas Switch on Event and the General Events budget is reduced to £12,000 which provides some contingency for events if required.



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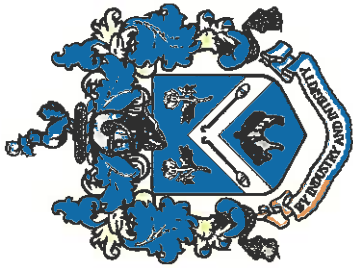
AGENDA ITEM 9



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www.twitter.com/NelsonTCouncil



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www.twitter.com/NelsonTCouncil

With Compliments

Fletcher Foundry, Hallstead Close,
Dove Holes, Buxton, Derbyshire SK17 8BP
(incorporating The Royal Label Factory, estd 1874)

Telephone 01298 – 814941
Fax 01298 - 814970
email sales@leanderarchitectural.co.uk
Web site <http://www.leanderarchitectural.co.uk>

Safia

2nd September 2019



AREANDA ITEM 10

Dear Safia

Nelson Town Signs

Thank you for your email enquiry. This is a field of work in which we've been involved for many years, involving a variety of designs, sizes and shapes. I have enclosed drawings and photos of some recent projects. All of these are now completed, apart from Leominster where manufacture is imminent.

Our approach to the project would be:

To visit Nelson and discuss requirements and preferences with all interested parties in terms of shape, size, content and colours. The Lancashire County authority can exercise discretion in what they will or will not allow on town/village entrance signs and this may be a major factor in whether pictorial content and non-D. of T. prescribed typefaces can be used. They will also want to define the size of the signs in relation to the road verges where they are to be placed because of safety considerations. From our experience, some county authorities are more helpful than others!

If, as we've suggested in the enclosed sketch drawing, the option of a large landscape or street scene is approved, we would need clear instructions on which elements must be incorporated, together with any images that would be of help to us.

To prepare drawings of probably two main concepts, plus variations on each and costs for each option. Drawings to include fixing details based on free-standing signs, mounted on posts.

To receive feedback from Nelson TC, revise drawings accordingly and re-submit.

Once drawings were approved, the signs and posts would be manufactured at our works in Buxton, Derbyshire. Members of Nelson TC would be welcome to visit our works and any relief models that we produce would be available for inspection before the signs themselves were manufactured.

The finished signs, mounted on highway standard posts (or decorative versions of same) would be finished in a four coat acrylic paint system with any pictorial work and all lettering highlighted by hand.

The signs, to whichever design, could be made in two ways:

Cast metal signs with all details and graphics in relief.

Printed graphics applied to metal substrate but with the coat-of-arms cast in relief.

Budget overall costs, based on 5 signs, with printed or cast coat-of-arms and relief pictorial would range from £1400.00 to £1900.00 per complete sign unit, including the costs of visits, liaison and design. Clearly, if the pictorial images were omitted and/or the signs were smaller, the overall cost would fall significantly.

September 4, 2019

Delivery of 5 signs to Nelson area £200.00 ex VAT.

I would be pleased to clarify any points or to provide further information.

Yours sincerely

Ted McAvoy
Leander Architectural

Sketch design option for Nelson town signs
Option 1
Approx scale 1:6

All lettering and images in relief

Not shown are:

Any relevant D of T tourist 'brown'
logos', possible twinning
information
or event
boards below
main sign



Sketch design option for Nelson town signs
Option 2
Approx scale 1:10

All lettering and images in relief
apart from events board graphics



Leander Architectural
makers of fine signs and plaques since 1874



WELCOME TO
BRODSWORTH
THE HOME OF
BRODSWORTH HALL

Sponsored by Brodsworth Parish Council

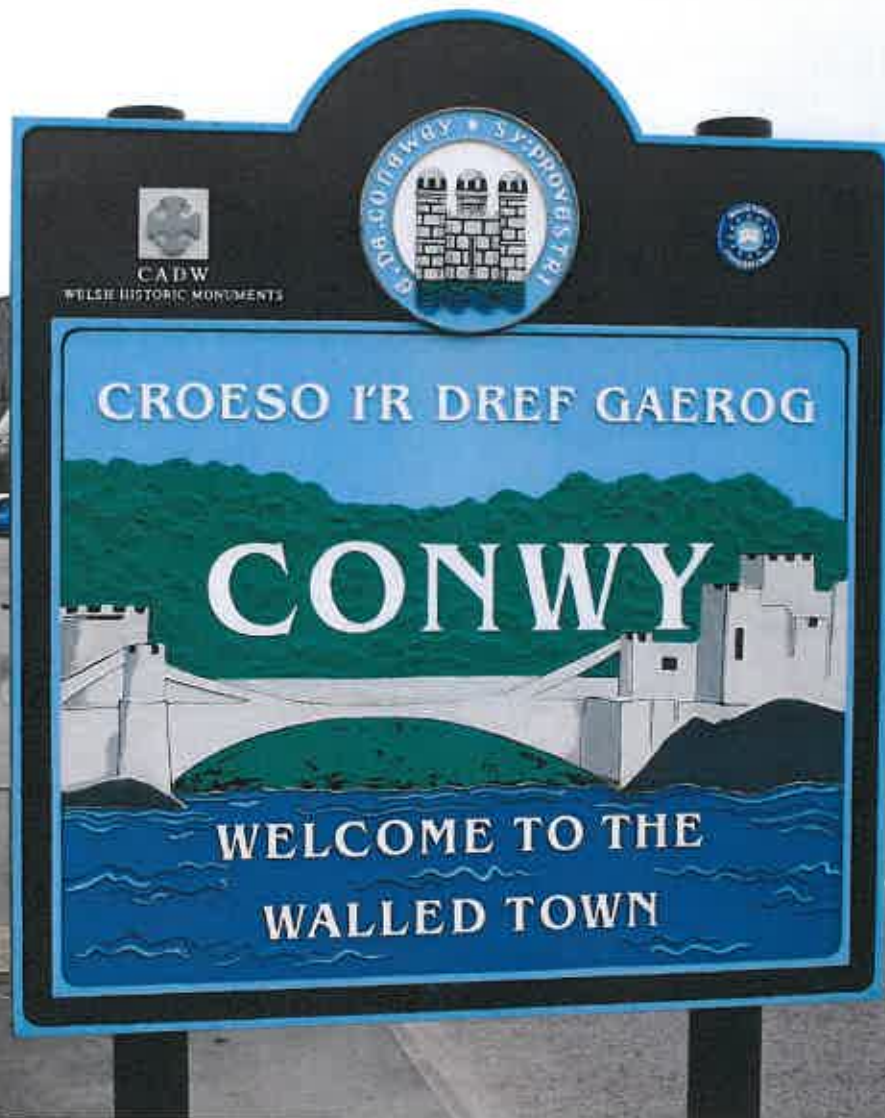
Welcome to



WHALEY BRIDGE

TWINNED WITH TYMBARK, POLAND







BROMSGROVE



Schedule of Authorised Payments - June 2019

AGENDA ITEM 13

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
Bus Card	Helloprint	Featherflag medium (x2) including carry bag and pole	£191.95	£38.39	£230.34	FR 5.11 & FR 4.7(c)	Publicity & Marketing	EP&M
1821	Viking Payments	x15 Hi Vis jackets; x1 litter picker	£43.33	£8.67	£52.00	FR 4.7 (c)	Events General	EP&M
1832	Global Radio Services Ltd	Football marathon radio advert costs	£250.00	£50.00	£300.00	FR 4.7 (d)	Football Event	EP&M
1834	Viking Payments	x15 litter pickers	£50.83	£10.17	£61.00	FR 4.7 (c)	Events General	EP&M
		TOTALS	£536.11	£107.23	£643.34			

Signed: Chair / Vice Chair

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
1848	Galaxy Design & Print Ltd	Flyers for Football Marathon event	£185.00	£5.00	£190.00	FR 4.7 (d)	Summer Event Football Marathon	EP&M
1850	Clarets in the Community	Bertie Bee appearance and penalty shootout game for Football Marathon	£125.00	£0.00	£125.00	FR 4.7 (d)	Summer Event Football Marathon	EP&M
1852	M&H Academy	Hire of soccer stadium for Football Marathon event	£1,500.00	£300.00	£1,800.00	FR 4.7 (d)	Summer Event Football Marathon	EP&M
1853	M&H Academy	Advertising boards and hire of freestyler for Football Marathon event	£1,700.00	£340.00	£2,040.00	FR 4.7 (d)	Summer Event Football Marathon	EP&M
1857	Real Donkeys	Donkeys for the Football Marathon/ Seaside event	£425.00	£0.00	£425.00	FR 4.7 (d)	Summer Event Football Marathon	EP&M
1861	M&H Academy	Guest appearance from John Aldridge at Football Marathon	£1,500.00	£300.00	£1,800.00	FR 4.7 (d)	Summer Event Football Marathon	EP&M
1877	Everything for Events Ltd	Props for Football Marathon event	£370.00	£74.00	£444.00	FR 4.7 (d)	Summer Event Football Marathon	EP&M
1878	JM Entertainment	Sand Pit for Football marathon event	£1,650.00	£330.00	£1,980.00	FR 4.7 (d)	Summer Event Football Marathon	EP&M
1880	Shazia Bashir	Henna artist for Easter Extravaganza event	£100.00	£0.00	£100.00	FR 4.7 (d)	Easter Event	EP&M
1881	Shazia Bashir	Henna artist for Football Marathon event	£100.00	£0.00	£100.00	FR 4.7 (d)	Summer Event Football Marathon	EP&M
1882	Paul Winstanley	Supply of sound and hosting of Football Marathon event	£250.00	£0.00	£250.00	FR 4.7 (d)	Summer Event Football Marathon	EP&M
1883	Damien Roseby	Photographer for Football Marathon event - cheque lost in post - re-issued chq 1908	£150.00	£0.00	£150.00	FR 4.7 (d)	Summer Event Football Marathon	EP&M
1885	L.A. Face Painting	Face Painting at Football Marathon Event	£150.00	£0.00	£150.00	FR 4.7 (d)	Summer Event Football Marathon	EP&M
		TOTALS	£8,205.00	£1,349.00	£9,554.00			

Signed: Chair / Vice Chair

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>EVENTS/ PROMOTIONAL/ MARKETING</u>							
140 Events							
4280	Easter Event	2,809	4,596	5,000	404	404	91.9 %
4290	Summer Event Football Marathon	3,615	8,205	5,000	-3,205	-3,205	164.1 %
4300	Food Festival	5,000	0	5,000	5,000	5,000	0.0 %
4310	Lancashir Day & Xmas Switch On	16,278	0	18,000	18,000	18,000	0.0 %
4330	Town Centre Christmas Lights	32,154	5,151	31,000	25,849	25,849	16.6 %
4340	Community Cohesion	5,951	12,902	10,000	-2,902	-2,902	129.0 %
4350	Events General	855	164	10,000	9,836	9,836	1.6 %
4710	Uniform	0	0	1,000	1,000	1,000	0.0 %
	Events :- Expenditure	66,662	31,017	85,000	53,983	0	53,983 36.5 %
1150	Events income	130	0	0	0		0.0 %
	Events :- Income	130	0	0	0		
	Net Expenditure over Income	66,532	31,017	85,000	53,983		
230 Promotional & Marketing							
4530	Annual Newsletter	3,256	0	2,500	2,500	2,500	0.0 %
4540	Publicity & Marketing	4,698	192	7,500	7,308	7,308	2.6 %
	Promotional & Marketing :- Expenditure	7,954	192	10,000	9,808	0	9,808 1.9 %
	Net Expenditure over Income	7,954	192	10,000	9,808		
ITS/ PROMOTIONAL/ MARKETING :- Expenditure							
		74,616	31,209	95,000	63,791	0	63,791 32.9 %
	Income	130	0	0	0		0.0 %
	Net Expenditure over Income	74,486	31,209	95,000	63,791		

