

Subject:	East Ward Events and Promotions Committee – Minutes of Meeting	Page 1 of 4
File No:	COR2015/372	
Document Ref:	D17/104015	
Date and Venue:	10 th July 2017	Meeting Room, Level 1A Pope Street, Top Ryde
Time:	6.00pm	Started at: 6.15pm Closed at: 7.30pm
Chair:	Liz Berger	
Meeting Support (MS):	Linda Smith – EA to the Mayor and Councillors	
Staff Convenor:	Michelle Carter - Acting Senior Coordinator Events	
Circulation:		

Committee Role:**The primary role of the East Ward Events and Promotions Advisory Committee is:**

- To promote and sponsor entertainment in East Ward.
- To promote and sponsor new activities / initiatives which enhance the profile of the East Ward.

Committee Members as per the Terms of Reference

Present	Apology	Name	Position Title	Organisation
	x	Councillor Jane Stott	Chairperson	City of Ryde
		Councillor Roy Maggio	Council Representative	City of Ryde
x		Ross Anderson	Community Representative	
x		Sandra Donovan	Community Representative	
	x	Peter Grayson	Community Representative	
		Don McKinnon	Community Representative	

Additional Attendees

Name	Position Title	Organisation
Liz Berger	Acting Manager – Communications, Customer Service and Events	City of Ryde
Michelle Carter	Acting Senior Coordinator Events	City of Ryde
Nakita Mitchell	Events Administration Officer	City of Ryde
Linda Smith	EA to the Mayor and Councillors	City of Ryde

Details**Responsibility and Date****Action**

1. Introduction and Apologies		
The attendees and apologies are as noted above.	Noted.	
2. Confirmation of Previous Minutes		
The Minutes from the Meetings held on 10 th April 2017 were confirmed and endorsed.	Noted.	

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	Action	Responsibility and Date
<p>3. Business Arising <u>Cork And Fork Event</u></p> <p>A debrief of the event which was held on 4th June 2017 was conducted:</p> <p>Feedback from the community, stall holders, police etc was overwhelmingly positive.</p> <p>Some improvements and changes for future years have been suggested and these are documented below.</p> <p>Event details:</p> <ul style="list-style-type: none"> - Over 5,000 people are estimated to have attended the event - No incidents were recorded on the day in relation to RSA - Each of the performances was well received - The stage looked very good - The intimate nature of the event suited the clientele - The location – a park by the water was lovely - After the event, the NDT featured the event on its front page. - There was a lot of positive feedback on social media <p>Points to be noted to improve the event next year:</p> <ul style="list-style-type: none"> - Long queues were experienced at food outlets - Parking was an issue - Consideration to be given to additional disabled parking provision and perhaps a drop off zone for parents with prams etc. - Investigation to be undertaken re possibility of expanding the site - An additional small stage to be added. - Some stall holders were cash only and no onsite provision of ATM <p>General Comments:</p> <ul style="list-style-type: none"> - Due to the number of people who attended this year and would be expected next year (over 5,000), the event becomes a Category 2 event. - This increases the cost to stall holders for stalls - Additional sponsorship will also be sought as an additional stage and more security will be required. - Closure of a road will be considered for next year. - This will require a Traffic Management Plan which should be submitted to Traffic Committee asap. - The location of the rides for children will need to be moved next year – possibly closer to the ferry - The timing of the event 11am to 4.00pm worked well. - Next year lighting towers to be provided - In general the licencing worked well. - Some people brought BYO from home. - It was noted that staff overtime was high. - A water station will be required for next year. - The information desk should be made more visible next year. - The event should not be allowed to become too big too fast. - A doubling of the number of stall holders would be ample - Prepared food would help reduce queues at food stalls. - Suggested that chees/olive/ prepacked hampers be made available. - More coffee trucks needed - Stall holders to be encouraged to write “out of stock” when supplies of a good run out. - The toilets provided were ok - The activities provided for children were suitable and priced well. - It was noted that the work at the front of the sailing club is due to commence next year. 		

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		Action	Responsibility and Date
5.	<ul style="list-style-type: none"> - All stall holders are to use a Council provided stall. - This keeps the look of the event uniform and professional. - Stall holders are not able to use tarps etc for display or sale of goods - Next year food stalls will need to pay a food inspection fee - Consideration to be given to only having food trucks – no food stalls. - An ATM machine is to be provided next year. - A bigger float is to be kept by Council - James Squire Brewery to be approached with regard to sponsorship - The event will be held on 1st Sunday in June – 3rd June 2018. - The next meeting will be held in November 2017. <p>Liz advised that Hon Anthony Roberts MP had sent a letter of congratulations following the event.</p> <p>Council also acknowledged the success of the event and thanked the committee at the June Council meeting.</p> <p>Liz paid credit to the committee and Events Team especially for the amount achieved with a small budget.</p>	Noted.	
	<p>General Business</p> <p>Liz advised that the clock tower at Gladesville has been restored.</p> <p>The restoration funds came from a Council negotiated Voluntary Planning Agreement with a local developer.</p> <p>Council staff met recently with the Gladesville Chamber of Commerce and business representatives to revitalise the centre.</p> <p>Council is negotiating to extend Blenheim Park through the acquisition of adjoining land.</p> <p>The train line between Epping and Chatswood will be closed from late 2018.</p> <p>Council elections will be held on 9th September 2017.</p> <p>Council's Event Strategy looking ahead for the next four years is near completion.</p> <p>The night time economy activation project has received funding for the 2017/18 year.</p> <p>Sandra suggested that a coffee shop or coffee truck in the local Putney Park area would be welcomed by locals and park users.</p>	Noted	
	<p>Confirmation of Next Meeting:</p> <p>DATE: MONDAY early November</p> <p>TIME: 6.15pm</p> <p>VENUE: Meeting Room Level 1A, 1 Pope Street, Ryde</p>		