

<b>Subject:</b>	East Ward Events and Promotions Committee – Minutes of Meeting	Page 1 of 4
<b>File No:</b>	COR2015/372	
<b>Document Ref:</b>	D17/24461	
<b>Date and Venue:</b>	22 <sup>nd</sup> February 2017	Meeting Room, Level 1A, 1 Pope Street, Top Ryde
<b>Time:</b>	6.00pm	Started at: 6.05pm      Closed at: 7.00pm
<b>Chair:</b>	Councillor Jane Stott	
<b>Meeting Support (MS):</b>	Linda Smith – EA to the Mayor and Councillors	
<b>Staff Convenor:</b>	Michelle Carter - Acting Team Leader – Event Development	
<b>Circulation:</b>		

**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 (by phone hook up)	Community Representative	
	x	Susanne Grindal	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 Team Leader – Event Development	City of Ryde
Linda Smith	EA to the Mayor and Councillors	City of Ryde

**Details**

		Action	Responsibility and Date
<b>1. Introduction and Apologies</b>			
The attendees and apologies are as noted above.		Noted.	
Ross Anderson took part in the meeting via phone hook up.			
<b>2. Confirmation of Previous Minutes</b>			
The Minutes from the Meetings held on 14 <sup>th</sup> December 2016 and 11 <sup>th</sup> January 2017 were confirmed and endorsed.		Noted.	

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**Date:** 8<sup>th</sup> February 2017

Details	Action	Responsibility and Date
<p><b>3. Business Arising</b></p> <p><u>Cork And Fork Event</u></p> <ul style="list-style-type: none"> <li>- Michelle advised that committee members had been surveyed regarding a suitable date to hold the “Cork and Fork” event.</li> <li>- The event is now confirmed for Sunday 4<sup>th</sup> June 2017 between the hours of 11am and 3.00pm.</li> <li>- The event will be held at Kissing Point Park Meadowbank.</li> <li>- Now that the date is confirmed, the Council events team and Ross Anderson will contact various food truck operators to ascertain their availability and willingness to attend the event.</li> <li>- Other suppliers such as gourmet product sellers will also be approached.</li> <li>- Due to the nature of the event, only suppliers who are approached by Council will be able to trade on the day.</li> <li>- Approximately 15 stalls in total will be available.</li> <li>- Stall sites including and excluding a marquee will be available.</li> <li>- Sales of liquor to the public will be conducted via coupons which can be purchased on the day.</li> <li>- A jumping castle, petting zoo or similar child friendly activity will be organised.</li> <li>- Jazz performers or similar to be approached by Council to provide music in ½ hour to 45min sets.</li> <li>- Peter to contact staff re his contacts for performers.</li> <li>- A liquor licence suitable for a single function is to be obtained.</li> <li>- Ross and Council staff will work on completing the necessary licence agreement together.</li> <li>- It may not be necessary to fence the area as previously thought but further investigation required.</li> <li>- Portaloos and suitable refrigeration may be required.</li> <li>- The event is to be promoted at all ferry wharfs in the general vicinity.</li> <li>- Limited parking will be available on site so the use of public transport to be encouraged.</li> <li>- There is a possibility of using the Top Ryder bus to transport patrons from Putney and Top Ryde.</li> <li>- Seating in the form of beach chairs, umbrellas etc to be provided.</li> <li>- Sales on the day will include bottle sales, tastings and full glass sales.</li> <li>- It was noted that each wine merchant will need to meet RSA and liquor licence requirements and on this basis Council should not need to impose any additional checks on people purchasing wine.</li> <li>- A budget of approx. \$15,000 .00 is available for the event.</li> <li>- Sponsorship will allow for additional services to be provided at the event and is to be encouraged.</li> <li>- A sponsorship package is now available and will be forwarded to Council contacts in the local area.</li> <li>- Committee members will also be provided a copy of the package in the hope they can attract additional sponsors.</li> <li>- The event will be publicised in the local press – editorial content preferred, social media, flyers to homes in the local area, local schools, facebook, street banners etc.</li> <li>- Cllr Stott will also arrange publicity in the Putney Hill area and Peter will forward to local clients through a regular publication.</li> <li>- Staff advised a marketing plan and advertising schedule will be prepared and will be available at the next meeting</li> </ul>	<p>Noted</p> <p>Council staff and Ross Anderson to approach business operators.</p> <p>Peter to provide contact details re jumping castle supplier and possible performers to Council.</p> <p>Ross and staff to coordinate.</p> <p>To be investigated by staff</p> <p>Promotion and use of Top Ryder to be coordinated by staff.</p> <p>Sponsorship may provide seating and shade. Copy of updated budget and sponsorship package to be forwarded to Committee with the minutes</p> <p>Advertising details noted. Cllr Stott and Peter to assist with promotion.</p> <p>Staff to provide marketing plan and advertising schedule to next meeting</p>	

<p><b>4. General Business</b></p> <p><u>Events Strategy</u></p> <p>Staff advised that in addition to the Cork and Fork event, an “events strategy” is currently being undertaken.</p> <p>Consultation has taken place with many relevant stakeholders in a “Ryde after 5” consultation.</p> <p>The initiatives that Council resolves to adopt as a result of this investigation will become a standing item on the agenda of this committee.</p> <p><u>Merger update</u></p> <p>Liz Berger provided an update on the current status of the merger proposal between City of Ryde, Lane Cove and Hunters Hill Councils.</p>	<p>Noted.</p> <p>Noted</p>	
<p><b>5. Confirmation of Next Meeting:</b></p> <p>DATE: Wednesday, 15<sup>th</sup> March 2017 - tentative</p> <p>TIME: 6.00pm</p> <p>VENUE: Meeting Room Level 1A, 1 Pope Street, Ryde</p>	<p>Noted.</p>	