

## EVENTS AND FESTIVALS WORKING GROUP

**Minute of Meeting held in the 1<sup>st</sup> Floor Committee Room, Town House on Friday, 25 April 2014 at 3.00pm**

### **Present**

Highland Council

Mrs G Sinclair

Mr G Ross

Mr F Parr

### Other representatives

Mr M Smith (Inverness BID)

### Also in attendance

Mr G Reynolds, Events Officer

Mrs T Bangor-Jones, Administrative Assistant

### **1. Apologies**

Apologies for absence were intimated on behalf of Mr H Wood, Ms J Cuddy, Ms I Davies and Mr C Marr.

At this point, the Chair confirmed that the detailed information which had been requested by Councillor Wood would be provided at the next meeting that he was due to attend as his apologies had been received for this and the following meeting in June.

### **2. Declarations of Interest**

There were no declarations of interest.

### **3. Exclusion of the Public**

It was **AGREED** that, under Section 50A(4) of the Local Government (Scotland) Act 1973, the public should be excluded from the meeting during discussion of the following items on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 6 and 9 of Part 1 of Schedule 7A of the Act.

### **4. Minutes of Previous Meeting**

There had been circulated Minutes of the Meeting of the Working Group held on 28 February 2014 which were **NOTED**.

### **5. City of Inverness Area Committee**

During discussion Members undertook to seek funding from alternative sources to ease the predicted shortfall in the budget. Members expressed concern that the value of the work undertaken by the Events and Festival Working Group was not fully appreciated. In this regard, it was suggested that a short briefing to the City of Inverness Area Committee would highlight the wide range of events and the considerable preparation required to make each event a success.

Thereafter, the Working Group **NOTED** that the Inverness City Area Committee:-

- (i) approved the activities staged in the second half of 2013;
- (ii) endorsed the activities of the Events and Festivals Working Group and confirmed that the activity meets with the aims and objectives of the Inverness Events and Festivals Action Plan;
- (iii) approved the Events and Festivals proposed programme for 2014/15; and
- (iv) agreed that the Highland Homecoming events for 2014 be funded by an additional budget of £50,000 (the Highland Homecoming budget) to be administered under the governance of the Inverness Events and Festivals Working Group with funds to be drawn from the Inverness Common Good Fund.

## **6. Review of 2013 Events and Festivals Budget**

An update was provided at the meeting by the Events Officer on the review of the 2013 Events and Festivals Budget and in this regard it was noted that budgetary information would be provided on an event by event basis.

It was confirmed that the use of spreadsheets ensured that all financial information was available at any time for perusal. In this regard, the Working Group met obligations to come in on budget and met the need for openness and transparency with regard to financial information.

Thereafter, the Working Group **NOTED** position.

## **7. Preview of 2014 Events and Festivals Budget**

An update was provided at the meeting by the Events Officer on the 2014 Events and Budgets. In this regard, it was noted that the Events Officer would circulate a budget breakdown to all Members when quotes and costs had been received.

Members further discussed issues related to sponsorship and how best to promote events.

Thereafter, the Working Group **NOTED** the position.

## **8. Procurement**

It was **AGREED** that this item should be carried forward and included on the agenda for the next meeting.

## **9. Date of Next Meeting**

It was **NOTED** that the next meeting would be held on Friday, 27 June 2014 at 3pm in the Town House, Inverness

The meeting ended at 4.10 pm