

Minutes of Meeting of the Events and Festivals Working Group held in the 2nd Floor Committee Room, Town House, Inverness on Monday 16 April 2018 at 10.00 am.

Present:

Highland Council:

Mr G Ross
Mr I Brown
Mrs E McAllister
Mr C Smith

Other Representatives:

Ms J Murray, Victorian Market Manager
Mr M Smith, Manager, Inverness BID
Mr M Whyte, Inverness College, UHI

Officials in Attendance:

Mr G Reynolds, Inverness Events Manager
Mrs L Dunn, Principal Administrator

Mr G Ross in the Chair

Business

1. Apologies for Absence

Apologies for absence were intimated on behalf of Mrs T Robertson and Ms J Cuddy.

2. Declarations of Interest

There were no declarations of interest.

3. Exclusion of the Public

Members **RESOLVED** that, under Section 50(A) 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 Paragraph 6 and 9 of Part 1 of Schedule 7A of the Act.

4. Actions from Previous Minutes

There had been circulated Briefing Note from meeting held on 27 February 2018, the terms of which were **NOTED**.

Arising from the Minutes it was reported that:-

- Item 4.a Merchandising: An update was provided on the Marketing and

Merchandising meeting during which it was confirmed that the Events and Festivals Merchandising Sub-Group could proceed with its own merchandising arrangements. It was confirmed that a meeting of the Merchandising Sub-Group would be scheduled as soon as possible with a view to determining the merchandising opportunities available and linking these with forthcoming events. It was requested that the focus/priority should be on quality and this should not be sacrificed in order to achieve merchandising within a tight timescale such as that of the Highland Games;

- Item 4.b Riverlights/Item 10 University of the Highlands and Islands (UHI): The Riverlights Business Plan was now underway with additional work being progressed in regard to establishing a partnership with the UHI and connecting the Events and Festivals with the UHI curriculum. UHI Principal and Chief Executive, Professor Chris O'Neil, would be attending a future meeting of the City of Inverness Area Committee to discuss the relationship between the Council and UHI. In addition, the Events Manager was assisting the UHI Student Association with the organising of their Sports Day event. In terms of Riverlights, the consultant was currently in the progress of drafting a report. However, the Events Manager expressed concern at the scheduling of the event for March 2019 particularly in regard to the potential for bad weather and whether this was sufficient preparation time for the UHI. Therefore, the Events Manager advised that the Riverlights event might be postponed until October/November 2019 and the Working Group indicated that they were supportive of this approach. The Events Manager also advised that work was being undertaken to determine the feasibility of incorporating a St Andrew's Day market into the Riverlights project.

The Working Group **NOTED** the update.

5. 2017/18 Budget

An update was provided at the meeting by the Events Manager on the 2017/18 budget during which he advised that there was an overspend of £283 forecast for the 2017/18 budget. In terms of the 2018/19 budget, the Events Manager advised that notification had been received of the salary increases that would take effect in the new financial year; and that the additional £20,000 that had been received for the 2018/19 budget from the Inverness Common Good Fund would be fully utilised providing for the additional security and infrastructure that would be needed over the course of the year.

During discussion, it was highlighted that the 2018/19 budget would be carefully monitored and managed over the course of the year and the Working Group requested to be kept informed of progress. The Working Group also requested that any unforeseen expenditure, particularly in regard to internal charges, be reported to them.

Thereafter, the Working Group **NOTED** the update on the 2017/18 budget.

6. 2018 Programme

The Events Manager provided a verbal update on the progress to date

regarding arrangements for the delivery of the 2018 Winter Wonderland and Hogmanay Show.

During discussion, it was indicated that some of the Winter Wonderland lighting features were no longer fit for purpose and there was a need for investment to replace these. The budget implication of this was highlighted and it was suggested that the Winter Wonderland lighting requirements could be incorporated and considered as part of the wider City lighting programme.

In addition, it was explained that last year individual councillors had been nominated for designated events and it was felt that this approach had worked well. Therefore, the Chairman requested that Members give consideration to which event they would like to be assigned to for the coming year.

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

7. Riverlights Update

The discussion relevant to this item had taken place under Item 4.

8. Marketing and Merchandising Sub-Group

The discussion relevant to this item had taken place under Item 4.

9. Meeting with University of the Highlands and Islands (UHI)

As indicated at Item 4, the meeting with UHI had been positive and curriculum leaders were supportive of collaborative working but that time was required to enable the timetable and curriculum to be adjusted accordingly.

The Working Group **NOTED** the update.

10. Bught Park Area Event Management Group

The Chairman explained that events in the Bught Park area impacted on local residents and that work was ongoing to develop an Event Management Plan which incorporated a meaningful and practical traffic management system.

The Working Group **NOTED** the update.

11. Polish Heritage Day

The Events Manager advised that the Polish Saturday School was holding its 10th Anniversary on 5 May 2018 (Polish Day). In addition, an invite would be extended to the Polish community to the City of Inverness Highland Games.

The Working Group **NOTED** the update.

12. Any Other Business

The Events Manager gave an update on a number of approaches he had received regarding additional potential commercial events that might be held to coincide with existing City events.

During discussion, concern was expressed that there might be too many events being held simultaneously and that resources could be overstretched. It was therefore requested that a dedicated plan be prepared in regard to each event along with associated costs.

Following discussion, the Working Group **NOTED** the update and **AGREED** that a dedicated Event Management Plan be prepared for each event.

13. Date of Next Meeting

The Working Group **NOTED** that the next meeting would be held on 12 June 2018 at 2.00 pm in the 2nd Floor Committee Room, Town House, Inverness.

The meeting was closed at 11.00 am.