

Brixham Town Council

Report No:	25A/2018		
Report Type:	Public		
Title:	Event to celebrate the 100 th Anniversary of the end of WW1.		
To:	Full Council	Date:	13.09.18
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Purpose of Report

Brixham Town Council is holding an event to celebrate the 100th Anniversary of the end of World War One (WW1). This report is to update members on the details as well as consider recommendations from the Community Services Committee.

Background

The eleventh of November 2018 signifies 100 years since the end of World War One.

The Community Services Committee agreed in February 2017 that an event should be held in the Town Hall to celebrate the significance of the date.

It was agreed to hold a tea dance. The event will take place in the Scala Hall, on Saturday 10th November between 15:00 and 17:00 with doors open at 15:45. The times have been planned to compliment other events taking place in Brixham on the same day.

(Representatives of the Royal British Legion advised several events were also planned to take place on Saturday 10th November 2018 including church services at All Saints Church 10am, Churston Memorial at noon, Kingswear Parish at 2pm and a service at 7pm at All Saints Church).

Entertainment

The event will be officially opened at 3pm by the Chair of Brixham Town Council.

Entertainment has been booked and will be provided by Sandy Sparkle. Sandy will perform two half hour slots straight after the welcome speech and again after the refreshments.

Sandy provides her own sound equipment and is happy to perform with or without a stage. She will also provide background music of the era when she is not performing.

Event Program

14:45 to 15:00	Doors open.
15:00 to 15:15	Welcome from Cllr J Regan, Chairperson of Brixham Town Council.
15:15 to 15:45	Performance from Sandy Sparkle.
15:45 to 16:15	Refreshments and background music.
16:15 to 16:45	Performance from Sandy Sparkle.
16:45 to 17:00	Background music and farewell from Cllr J Regan.

Food

Sandwiches: A light afternoon tea will be provided with a range of fresh sandwiches, including vegetarian, dairy & gluten free options. All ticket holders will be asked if they have any dietary requirements to ensure their needs are catered for.

Cakes: Cupcakes decorated with poppies. A quote has been received for 160 cup cakes from Patty's Pieces of Cakes, Brixham.

Drinks: Tea and coffee, water, squash. These can be prepared and served easily on the day.

Crockery: The town council has crockery, cutlery and mugs for 60 people. Extra side plates, glasses, tea spoons will need to be hired.

Napkins & Table cloths

Table cloths should be made from environmentally friendly materials and not plastic. Paper Napkins are easily available in a range of colours and designs. Union Flag design would fit nicely with the theme and era.

Volunteers

Volunteers will be required to help on the day, serving drinks and assisting people with the food and making our guests feel welcome.

The hall will need to be cleared at the end of the event to allow the Pannier Market to set up on the following day. The Pannier Market have an agreement that they can set up from 12 noon on Sundays unless there is another booking. There is sufficient time to give notice to the Pannier Market that they cannot set up until a later stage, giving an opportunity to have a clear up on Sunday 11th, if necessary.

Theme

People will be encouraged to dress in period clothing, however this is optional.

Tickets

Due to the nature of the celebration the event will be free entry. Tickets will be required to manage numbers. Tickets will be issued, managed and distributed by Brixham Town Council.

A maximum of 150 tickets will be produced. The maximum capacity of the Hall is 200 standing. Tickets should be limited to 150 to allow for seating/ eating areas and entertainment and volunteers.

A waiting list will be held by the Town Council to assist with the distribution of un allocated tickets.

Advertising

An article will be placed in the October Signal, posters can be displayed on the Town Council notice boards and social media sites.

Invites

Tickets will be allocated to the following Brixham Organisations. Any tickets not allocated will be offered to the wider community.

Organisation	Number of tickets (approx.)
Brixham Does Care	20
Brixham Army Cadets	10
Brixham Sea Rangers	9

The Fishermen's Mission	10
The Veteran Seafarers	20
Brixham Branch Royal British Legion	20
Brixham Battery Museum	10
Brixham Heritage Museum	10
Chair of Torbay Council + Guest	2
Brixham Town Councillors	12
Brixham Ward Councillors	3
Royal Naval Association	20
Chair of Brixham Theatre CIO + Guest	2
Brixham Police Sargent	1
Harbour Master	1
TOTAL	150

Internal decoration of the Scala hall

Union Flag bunting – Royal British Legion representatives are going to investigate if they can access any materials for decorating the hall. However, resources will be stretched, and the budget should include purchase of materials. Any materials purchased will be re used at future events i.e. D Day and made available for tenants of the Town Hall to utilise.

Scala Hall pillars – will be decorated in green foliage (Christmas decoration owned by BTC) and poppies will be attached.

In addition, St Margaret Clitherow Catholic Primary School have also volunteered to make and decorate poppies for the Hall. Their offer of which has been accepted.

The Scala Hall has been booked for the Friday 9th November to decorate and volunteers are required to help.

Union Flag bunting is available currently at a reduced rate from the Royal British Legion online shop, with a percentage of the proceeds going to the Royal British Legion.

The Town Council has a new Union Flag which can be used to decorate the hall and three 'Lest We forget' flags have been purchased.



External decoration

Royal British Legion (RBL) have offered the loan of two standing silhouettes and they are investigating the availability of a pull up banner. Bunting will be used at the entrance to the hall.

Silhouettes

The Town Council has been successful in its application to the Armed Forces Covenant for ten silhouettes of soldiers. Delivery is expected before the 9th September. The silhouettes

are in a seated position and will help create a poignant display in the Scala Hall during the tea dance.

Budget

The budget costs below are subject to change as research will continue to ensure best value prices are obtained.

Item	Size	Net Cost	Quantity	Net Total
Union Flag and Royal British Legion fabric bunting www.poppymshop.org.uk	10m	£7.99	8	£53.27
White disposable banqueting roll table cover. A top-quality disposable banqueting roll with steam-embossed heavy damask design. Biodegradable & environmentally friendly. Perfect for long trestle tables or for cutting into smaller lengths to fit tables of all sizes. www.thepartyexperts.co.uk	1.14m (W) x 25m (L)	£11.00 + £3.95 delivery.	1	£14.95
WW1 Flags. Lest we forget www.lillumination.co.uk	5ft x 3ft	£6.50 + £5.00 delivery	3	£24.50
Clipper Fairtrade Tea Bags	100 bags	£3.50	2	£7.00
Crockery Hire. Side plates 6" Cups & Saucers Tea Spoons Tumbler glasses www.totaleventhire.co.uk	6" 227ml Tea 10oz High Ball	£0.30 £0.60 £0.20 £0.22	100 100 100 100	£30.00 £60.00 £20.00 22.00 <u>Total £112.00</u>
Percol Fairtrade Coffee	100g	£3.70	2	£7.40
Robinsons double concentrate Orange Squash	1.75L	£3.75	1	£3.75
Sweet biscuit assortment	400G	£1.99	4	£7.96
Milk	4 pints	£1.09	2	£2.18
Sandwiches, including dairy and gluten free options www.Brixhamcatering.co.uk	Variety	£3.75	150	£450.00
Cakes Vanilla Cup Cake with vanilla buttercream and handmade sugar craft poppy on top.	Cup cake	£1.25 each	150	£187.50
+ Remembrance themed cake	Cutting cake	Donation	1	Free.

Ready salted crisps	32.5G	£0.65	10	£6.50
Union Flag napkins pack of 16	33cm	£1.22 + £3.95 delivery	10	£16.15
			Total	<u>£913.16</u>

Recommendations

1. The event will be free to attend with a maximum of 150 tickets. Tickets will be distributed by the Town Council to local organisations to allocate to their members. Any un allocated tickets will be returned to the Town Council to distribute from the waiting list.
2. The Community Services Committee are allocated a budget of £1,000 to manage the event.