

**Notes of the meeting of the Sevenoaks Town Partnership Events Committee  
held on 3<sup>rd</sup> February 2015 at 7 p.m.  
at Town Council Chamber**

**Present:**

CLlr Graham Clack (Chairman)	Sevenoaks Town Council
Andrew Eyre	Stag Theatre
Amanda Owens	Bradbourne Residents Association
Fergal Parkinson	Sevenoaks Round Table
Glenn Ball	Glenn Ball Architects
David Fawkner	Sevenoaks Round Table
Kevin Lilley	Sevenoaks Round Table
Seamus Martin	Sevenoaks Round Table
Gary Davies	Sevenoaks Round Table
Bonnie Tarling	Sevenoaks Town Council
Linda Larter	Sevenoaks Town Council
David Martin	Lodge Café/Friday Night Live

**Apologies for Absence:**

CLlr Steven Arnold	Sevenoaks Town Council, Sevenoaks Town Partnership
Jane Parish	Sencio

1	<p><b>To receive and note the minutes of the previous meeting</b> Notes of the previous meeting were received and agreed.</p>	
2	<p><b>Torchlight Parade</b> A brief update about the event was received by Gary Davies, Chairman of the Round Table and thanks were given to all involved. It was noted that £10,000 had been made for charity at the event in 2014. Pre-sale ticket levels had been high with less tickets sold on the door due to the adverse weather conditions. It was stated that due to poor member numbers the future of the Round Table was in doubt. A suggestion of creating a Firework Society was made by the Round Table. Further details would be needed regarding this suggestion and would be brought to the next meeting.</p> <p>It was agreed that the Town Partnership would research how other areas such as Lewis run their Fireworks events. This information would be brought to the next meeting.</p>	

	<p>A suggestion of involving the Town Partnership in the running of the event was received. Further investigation would need to take place regarding implications of Indemnity Insurance and Health and Safety aspects.</p>	
<p>3</p>	<p><b>Events taking place in 2015</b></p> <ul style="list-style-type: none"> <li>I. <b>Sevenoaks Business Show Friday 17<sup>th</sup> April</b> – A brief update was received. Some speakers and sponsors had been confirmed. Spaces for exhibitors were still available.</li> <li>II. <b>Vine Food Fair 8<sup>th</sup> -10<sup>th</sup> May</b> – This event is being held with help from Market Square Group. Talks were still on going regarding having a music event on Friday 8<sup>th</sup> for VE Day.</li> <li>III. <b>Love Your Local Market 13<sup>th</sup> – 27<sup>th</sup> May</b> – Entertainment and children’s activities had been arranged to help promote the local markets in Sevenoaks.</li> <li>IV. <b>South East in Bloom July</b> – It was stated that the Town would be entering the competition again this year and going for gold. A request for more help with planting was received.</li> <li>V. <b>Business Awards 11<sup>th</sup> September</b> – A verbal update was given with more details to be brought to future meetings.</li> <li>VI. <b>Torchlight Parade 7<sup>th</sup> November</b> – Help would be needed to ensure the running of this event.</li> <li>VII. <b>Christmas Lights 27<sup>th</sup> November</b> – More information on this event would be brought to future meetings.</li> <li>VIII. <b>Youth Council</b> – It was stated that the Youth Council wished to have an open air cinema event and a go cart race during the school summer holiday. These events would be researched regarding locations and dates.</li> </ul>	
<p>4</p>	<p><b>Sharing of Equipment and Resources</b></p> <ul style="list-style-type: none"> <li>1. <b>Marquee</b> - It was noted that the Town Partnership now has a new marquee which is available for hire. The Sevenoaks Round Table has contributed 50% to its purchase.</li> <li>2. <b>Tables</b> – Tables are available at the Town Council and Stag to hire for events.</li> <li>3. <b>Other equipment</b> – The Sevenoaks Round Table has a generator for hire. It was requested that a document be compiled of</li> </ul>	

	<p>equipment available and where it can be obtained from.</p> <p>4. <b>Volunteers</b> – It was requested that a list of volunteers be produced who are available to help at events. It was suggested that a Volunteer Group be set up and a calendar of events to be emailed to this group at the start of the year.</p>	
5	<p><b>Incident and lost children log form</b> A new lost children log was handed to members at the meeting. It was stated that this form had been approved by police for use at events and an electronic version would be made available.</p>	
6	<p><b>Performing Rights for Events</b> A brief outline of current charges was received by the Town Clerk. Further information would be bought to the next meeting.</p>	
7	<p><b>Portable Stage</b> A report was received and noted. It was stated that evidence was needed to prove that the stage would be hired in order to justify the cost of buying the equipment. It was noted that all members at the meeting were in favour of purchasing a portable stage and would use it.</p> <p>The suggested hire cost for the stage would be £500 per day.</p>	

The next meeting will be Thursday 12<sup>th</sup> March, 7pm at the Town Council Chamber.

The Meeting was closed by the Chairman at 8:30 pm.

**SEVENOAKS TOWN COUNCIL  
INCIDENTS AND LOST CHILDREN LOG FORM**

**COMPLETE FOR ALL INCIDENTS**

**NB – NO FOOD OR DRINK TO BE GIVEN OTHER THAN PLAIN WATER**

<b>EVENT</b>	
<b>DATE &amp; TIME OF INCIDENT</b>	
↘ & TIME CHILD IS FOUND/ Brought to Control ..... ↘ <b>20 MINUTES LATER – REPORT TO POLICE /REF NO</b> ..... <u>Always contact the Police 'immediately' in any of the following circumstances:</u> <ul style="list-style-type: none"> <li>• If the child/ missing person has made any allegations</li> <li>• If there are any concerns for the missing/ found persons welfare</li> <li>• If the found person is hesitant or unwilling to go with the person collecting them</li> <li>• If the person reported missing is considered vulnerable in any way.</li> </ul>	
↘ & TIME CHILD IS REUNITED WITH PARENT/FAMILY ..... ↘ <b>IS CHILD HAPPY TO GO WITH THEM?</b> .....	
<b>PERSONS RECORDING INCIDENT</b>	<b>PTO to Log details of missing persons</b>
1) .....	2) .....
<b>STAFF / CLLRS / VOLUNTEERS INVOLVED</b>	
<b>RELATIONSHIP OF PERSON COLLECTING THE CHILD BEING CONFIRMED BEFORE CHILD IS HANDED OVER</b> <u>Ensure child is not reluctant to go</u>	
<p>Once a child is located he or she is to be reunited with his or her parents/ guardians and full details to be recorded.</p>	
<b>ADDRESS &amp; TEL NUMBER WITH PROOF / ID OF ADULT COLLECTING CHILD</b>	
<p>An announcement can be considered to be made from the PA asking their parents/ guardians who have become separated from their child to go to the designated meeting point. <b>The name of the child must not be announced over the PA or radios.</b> A search system can be considered to look for the relatives of the found child if appropriate</p>	
<b>DETAILS OF INCIDENT</b>	<b>MATTER REPORTED ELSEWHERE POLICE / FIRST AID ETC</b>
<b>ACTIONS TAKEN</b>	
<b>MATTER RESOLVED</b>	

- ↘ If the missing person is a child this incident takes priority. Parents, accompanied by a steward/ member of staff, should remain in the area where the child was last seen.
- ↘ Control will pass the relevant information to all staff via agreed method of communication.
- ↘ All staff to undertake a search of their areas.
- ↘ Perimeter areas staffs are to be asked to report on any such child leaving the event site and if necessary stop anyone they think might be the missing child from leaving.
- ↘ Consideration is to be given to:
  - closing event exits until thorough search is carried out and missing person found
  - preventing any vehicles leaving the event without being searched
- ↘ gridding maps and searching by grid plans as agreed at a briefing.

Once a missing person has been found, Control will advise all staff who will resume their normal duties

**SEVENOAKS TOWN COUNCIL  
INCIDENTS AND LOST CHILDREN LOG FORM**

<b>Missing People</b>	
(i.e. an adult or a child who has become separated from their family/friends/guardian).	
When a person has been reported as lost/missing the following details of the missing person are to be obtained recorded and passed to Control by an agreed communication system.	
<b>Name and age</b>	<b>Male or Female</b>
<b>Ethnicity</b>	<b>Hair Colour</b>
<b>Height</b>	<b>Glasses</b> Yes      No
<b>Any medication and is so what?</b>	
<b>Colour and type of clothing</b>	
<b>Length of time missing</b>	
<b>Circumstances under which went missing</b>	
<b>Area where last seen</b>	
<b>Does the individual have a mobile phone, if so what if the number</b>	
<b>Is the individual disabled or does he/she have Special Needs</b>	
<b>Any other vulnerability and if so what is it</b>	
<b>Any other identifying features</b>	
<b>Anywhere the missing persons favours to go/ is likely to go or people they may contact</b>	
<b>What the missing person enjoys doing</b>	

Once a missing person has been found, Control will advise all staff who will resume their normal duties