

Minutes
Lithgow Flash® Gift Committee Meeting
Thursday 1 December 2011

ITEM: 1 PRESENT AND APOLOGIES

Present: Cr Ray Thompson, Cr Neville Castle, Cr Wayne McAndrew, Mr. Danny Whitty, Mr. Ken English (NSW Athletics), Mrs Fiona Van Velden (Centennial Coal), Mr. Ray Stoneley , Mr Charlie Healey (Lithgow Little A's), Mrs Michelle Blackley (Delta Electricity), Ms Mel Mitchael and Mr Sean Greenhill (Mountain Sports/ Lithgow Triathlon)

Apologies: Mr. Eric Arnold (Lithgow Little A's)

Officers: Mr Robert Park, Ms Kellie Barrow

Declaration of Interests: NIL

**ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING
HELD ON 13 OCTOBER 2011**

The minutes were endorsed by three (3) members of the Committee being Cr Neville Castle, Mr. Ray Stoneley and Mrs Michelle Blackley. The minutes were then presented to the Council on Monday 31 October 2011

RECOMMENDATION

THAT the Minutes of the meeting of Thursday 13 October 2011 be taken as read and confirmed.

MOVED: Mrs Fiona Van Velden

SECONDED: Cr Neville Castle

ITEM: 3 BUSINESS ARISING FROM PREVIOUS MINUTES

Mr Ray Stoneley from Lithgow Little Athletics raised the concerns from Little A's Committee a lot of work and volunteer time goes into the Lithgow Flash Gift and a commitment from the Lithgow Flash Gift Committee on 7 April 2011 to host an Athletics Clinics in September 2011 did not eventuate.

Cr Ray Thompson has addressed this issue with Mr Ken English in a letter and a follow up telephone conference call with Mr Ken English during a meeting with the major sponsors of the Lithgow Flash Gift.

Mr Ken English will liaise with senior athletes and coaches regarding supporting the clinics on the day of the 2012 Lithgow Flash Gift. Mr Ken English advised NSWAL do not normally conduct athletic clinics.

Minutes
Lithgow Flash® Gift Committee Meeting
Thursday 1 December 2011

Mr Robert Park has contacted New South Wales Little Athletics and they have confirmed that they will be coming to 2012 Lithgow Flash Carnival and will be running a program for junior athletes.

RECOMMENDATION TO COUNCIL

THAT Council notes the information provided above.

MOVED: Mrs Fiona Van Velden

SECONDED: Cr Neville Castle

ITEM : 4 REPORT FROM NSW ATHLETIC LEAGUE

SUMMARY

A report from Mr Ken English (General Manager NSW Athletic League) on the current registration for the 2012 Lithgow Flash® Gift Carnival and the Athletics Clinic leading up to the event and on the day.

COMMENTARY

Mr Ken English has only received a few entries for the 2012 Lithgow Flash Carnival so far. Mr Ken English advised entries normally come in closer to the event.

Mr. Ken English has been in contact with Matt Beckenham (coach of some of Australia's top athletes) and Matt has responded as follows.

Deleted: ¶

"I have spoken to a few of the athlete and I think we will be able to help out. Rather than paying accommodation expenses we would travel up the morning of the clinic and return that night.

As a result we would be able to do a half day from 1pm-5pm if this suits.

Normal fee we pay for this type of thing would be \$70 per coach per hour including travel time.

This would be approximately 10 hours per person or \$700

I can provide Lauren Boden, Melissa Breen, Brendan Cole and Brandan Galic which are bigger names.

That would be 5 people totaling \$3500.

I would take all travel costs out of this amount as well.

All of them would be available for any phone media interviews in lead up to this clinic.

Kind regards

Matt"

The Committee decided Mr Robert Park liaise with Mr Matt Beckenham to negotiate a date in late January or early February would fit into a school timetables and

Minutes
Lithgow Flash® Gift Committee Meeting
Thursday 1 December 2011

possible look at a Friday afternoon to coincide with Little A's training would be ideal and would attract more media interest.

RECOMMENDATION TO COUNCIL

THAT Council notes the following:

- Mr. Ken English will report back at the next committee meeting on the registration numbers for the 2012 Lithgow Flash Carnival.
- Mr. Ken English will liaise with Lithgow Little A's and Robbie Park regarding the schedule of junior and senior events for the 2012 Lithgow Flash Carnival.
- Mr. Ken English will liaise with senior athletes and coaches regarding supporting the clinics on the day of the 2012 Lithgow Flash Gift.

MOVED: Cr Wayne McAndrew **SECONDED:** Mr Danny Whitty,

ITEM : 5 CONFIRMATION OF SCHEDULE OF EVENTS

SUMMARY

The committee discussed the draft schedule of events for the Lithgow Flash Gift at the meeting.

COMMENTARY

The Draft Schedule is below

- 8.30am to 2.30pm Market stalls
- 10am -Midday Athletics sports clinics for Tots 10-14 years and 14 and over with support from NSW Athletic League 40 min sessions
- From midday to 4.00pm Local sports clubs showcasing their sport with information about their club and running *have a go* and skills tests.
- Midday- Junior and Little A's events
- 12pm- Senior events program
- Lithgow Valley 5 kilometre challenge to be ran just before the main finals.
- Zig Zag Mile to run later in the program.

All events will be subject to Mr. Ken English, Mr Eric Arnold, Mr Ray Stoneley, Mr Charlie Healey and Mr Robbie Park holding a telephone conference call to confirm program of athletics event prior to the next meeting.

RECOMMENDATION TO COUNCIL

Minutes
Lithgow Flash® Gift Committee Meeting
Thursday 1 December 2011

THAT Council notes Mr. Ken English, Mr Eric Arnold, Mr Ray Stoneley, Mr Charlie Healey and Mr Robbie Park will hold a telephone conference to confirm program of athletics event in the next few weeks.

MOVED: Mrs Fiona Van Velden

SECONDED: Cr Wayne McAndrew

ITEM: 6 REPORT FROM LITTLE A's

SUMMARY

This report from Little A's advises the committee of the scheduling of races and ground set-up for the event.

COMMENTARY

Mr. Eric Arnold was an apology at the meeting.

Mr. Eric Arnold, Mr. Ray Stoneley, Mr Charlie Healey and Robbie Park will have a telephone conference call with Mr Ken English to confirm athletics event schedule.

RECOMMENDATION TO COUNCIL

THAT Council notes the confirmed schedule of the athletics program will be presented at the next committee meeting in January.

MOVED: Cr Neville Castle

SECONDED: Mrs Fiona Van Velden

**ITEM: 7 MEMORANDUM OF UNDERSTANDING BETWEEN
STAKEHOLDERS**

SUMMARY

A draft Memorandum of Understanding (MOU) was drawn up to clarify to each stakeholder and their commitment to the event.

COMMENTARY

The committee have suggested some additional points should be added to the MOU including.

Minutes
Lithgow Flash® Gift Committee Meeting
Thursday 1 December 2011

- Any new sponsors would need to be approved by all of the other major sponsors and should not be in direct business competition with a current major sponsor.
- Sponsors for the Lithgow Flash Carnival should not be involved with the manufacture of tobacco or alcohol products.
- Lithgow to be promoted as sporting town with the heritage of Marjorie Jackson as part of the objectives.

RECOMMENDATION TO COUNCIL

THAT Council notes the draft MOU will be amended and will be presented to the committee at the next meeting in January.

MOVED: Cr Wayne McAndrew

SECONDED: Cr Neville Castle

ITEM: 8 LITHGOW TRIATHLON

Mr Sean Greenhill and Ms Mel Mitchael from Mountains Sports reported the Lithgow Triathlon will be held on Sunday 26 February 2012 has received 28 registrations on the first day of entry.

RECOMMENDATION TO COUNCIL

THAT Council notes information provided regarding the Lithgow Triathlon by Mountain Sports

MOVED: Mrs Fiona Van Velden

SECONDED: Cr Neville Castle

ITEM: 9 GENERAL BUSINESS

- Mayor Neville Castle congratulated Lithgow Tourism on their successful submission for Regional Event Flagship funding from Destination NSW. Funding of \$10,000 from Destination NSW can only be used for marketing of the event.

RECOMMENDATION TO COUNCIL

THAT Council notes that Lithgow Flash Gift has received \$10,000, the second year in a row, under the Destination NSW Flagship Funding for the Lithgow Flash Gift.

MOVED: Mrs Fiona Van Velden

SECONDED: Cr Wayne McAndrew

Minutes
Lithgow Flash® Gift Committee Meeting
Thursday 1 December 2011

- Robbie Park advised that the ground preparation has commenced and it was suggested that cutting and rolling of the sprint track should be done.
- Cr Wayne McAndrew noted that no bookings of the Tony Lutchetti Showground should be approved leading up to the Lithgow Flash Carnival that could in anyway damage the sprinting or running track.

RECOMMENDATION TO COUNCIL

THAT Council recommends to the Sports Advisory Committee not to approve any event on the Tony Lutchetti Showground that could damage the area where the Lithgow Flash Gift Tracks are to be located. To reduce the risk of any damage to the track prior to the event

MOVED: Mrs Fiona Van Velden **SECONDED:** Cr Wayne McAndrew

- Ms Sandy Nelson, daughter of Mrs Marjorie Jackson-Nelson has been invited to the 2012 Lithgow Flash Carnival and has accepted. Travel and accommodation for Ms Nelson would be approximately \$1,000 and will be paid by funds raised to hold the carnival.

RECOMMENDATION TO COUNCIL

THAT Council notes information provided and will be advised on the travel and accommodation costs for Ms Sandy Nelson

MOVED: Mrs Fiona Van Velden **SECONDED:** Cr Neville Castle

- The new draft Lithgow Flash Carnival Logo was presented and well received by the committee. The logo will be sent to Mrs. Marjorie Jackson-Nelson for approval.

RECOMMENDATION TO COUNCIL

THAT Council notes information provided and Council will be advised when the new Lithgow Flash Carnival has been approved.

- The Growers, Producers and Artisans markets will be operated by Council with a stallholder's fee of \$55.00 as per the 2011-2012 Fees and Charges.

MOVED: Cr Wayne McAndrew **SECONDED:** Mr. Danny Whitty,

- The Committee held a discussion on the admission prices to the 2012 Lithgow Flash Gift. The committee resolved to keep the gate entry prices the same as last year
 - Adults - \$5
 - Children - \$2
 - Family - \$10 (includes two adults and 2 children)

Minutes
Lithgow Flash® Gift Committee Meeting
Thursday 1 December 2011

RECOMMENDATION TO COUNCIL

THAT Council: Notes information provided and approves the Council operation of the markets.

- Gate entry will be the same as last year. Adults \$5, Children\$2 and a Family pass for \$10 for two Adults and two Children.

**Next Meeting of the Lithgow Flash Gift Committee meeting
to be held on**

**Monday 23 January 2012 at 4.00pm at the
Lithgow Council Committee room**