

**Minutes  
Lithgow Flash® Gift Committee Meeting  
Thursday 9 February 2012**

**ITEM: 1      PRESENT AND APOLOGIES**

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**Present:** Cr Neville Castle, Cr Ray Thompson, Cr Wayne McAndrew, Mr Ken English (NSW Athletics), Mrs Fiona Van Velden (Centennial Coal), Mr Ray Stoneley (Lithgow Little A's), Mr Charlie Healey (Lithgow Little A's), Mr Danny Whitty.

**Apologies:** Mr Sean Greenhill (Mountain Sports/ Lithgow Triathlon) Mr Eric Arnold (Lithgow Little Athletics) Mrs Michelle Blackley (Delta Electricity)

**Officers:** Mr Robert Park, Ms Kellie Barrow

**Declaration of Interests:**  
**NIL**

**ITEM: 2      CONFIRMATION OF MINUTES FROM THE PREVIOUS  
MEETING HELD ON 23 JANUARY 2011**

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The Minutes of the meeting of Monday 23 January 2012 were taken as read and confirmed by Cr Neville Castle, Mr. Ray Stoneley, Mr. Sean Greenhill

**RECOMMENDATION**

**THAT** the Minutes of the meeting of Monday 23 January 2012 be taken as read and confirmed.

**MOVED:** Cr Neville Castle                      **SECONDED:** Mr. Ray Stoneley  
**Carried**

**ITEM: 3      BUSINESS ARISING FROM PREVIOUS MINUTES**

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Cr Ray Thompson thanked Kellie Barrow and Robert Park for the work they have done in the lead up to the event. They have gained new sponsors for the event and added new activities for the carnival and have done a fantastic job on marketing the event with increased media coverage.

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

**ITEM: 4      STAFFING AND VOLUNTEERS FOR THE EVENT**

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**SUMMARY**

There is need for volunteers to assist with some of the operations on the day.

**COMMENTARY**

- The Markets will be setting up from 7.00am so there is a need for some assistance with setup and directing stall holders...

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- Gate entry and collection of money from 8.30am.
- Sports Expo from 11.00am-4.00pm - assistants required to direct sporting groups and with setup.
- Coal Service Valley Challenge, 3.30-4.00pm. Assistants required with drink stations and directing runners.

**RECOMMENDATION TO COUNCIL**

**THAT** Council notes that a roster will drawn up and Rotary will be approached for volunteers for the event.

**MOVED:** Cr Neville Castle  
**Carried**

**SECONDED:** Mrs. Fiona Van Velden

**ITEM: 5      EVENT CANCELLATION POLICY**

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**SUMMARY**

The committee discussed the arrangements if the Carnival is cancelled due to bad weather.

**COMMENTARY**

The committee decided that in the event of cancellation of the carnival due to bad weather, any costs for the carnival including marketing and preparation for the event will be taken from Lithgow City Council Sponsorship (\$10,000) and the Destination NSW Flagship funding (\$10,000). Any remaining sponsorship money will be held over for 2013 event with the approval of the sponsors.

**RECOMMENDATION TO COUNCIL**

**THAT** Council: Notes the information provided regarding the possible cancellation of the event and the holding over the sponsorship for the 2013 event.

**MOVED:** Cr Neville Castle  
**Carried**

**SECONDED:** Mr. Danny Whitty

**ITEM: 6      DAILY TELEGRAPH PROMOTION**

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**SUMMARY**

Promotional opportunity from Daily Telegraph for Regional Flagship Events.

**COMMENTARY**

1. The Daily Telegraph would like to supply a minimum of 250 papers to each Regional Flag ship event at a cost of 10cents per paper per event. Each event will be invoiced for these papers and the papers will come directly from the local news agent to the event – so we are not taking business off the local news agent but in fact giving them more business as they will also be paid a

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commission on each paper the event takes – I think its important to point this out as its all about the local community.

2. The Daily Telegraph will supply bags to put the papers in if the event requires at no extra cost to be used as goodie bags.
3. The event will get a mention in the Saturday Telegraph Best Magazine if we take a minimum 250 papers.
4. The papers can not be advertised as FREE but can be included in the ticket price, with a family pass, with a coffee etc. It is really down to marketing.
5. The papers can not be sold for less than the cover price – e.g. Sunday's Telegraph costs \$2.00 so it can not be sold as half price \$1.00
6. All 33 events purchase minimum of 250 papers

The Daily Telegraph will be contacted to arrange for the Saturday promotional package.

**RECOMMENDATION TO COUNCIL**

**THAT** Council: Notes the information provided regarding the Daily Telegraph promotion.

**MOVED:** Mr. Ray Stoneley  
**Carried**

**SECONDED:** Cr Neville Castle

**ITEM : 7      REPORT FROM NSW ATHLETIC LEAGUE**

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**SUMMARY**

Mr Ken English (General Manager NSW Athletic League) gave a report on the current registration for the 2012 Lithgow Flash® Carnival and an update on the athletic clinics.

**COMMENTARY**

Mr Ken English said that registrations for the event are still coming in and expects final numbers closer to the event. In regards to the athletic clinic Mr Ray Stoneley and Mr Charlie Healey from Lithgow Little A's advised it would be more beneficial to have a structured junior athletics clinic run by Little Athletics NSW in September 2012 to coincide with the registration for the Little A's new season.

Cr Wayne McAndrew recommended that \$1,000 be set aside to support the clinics. This was supported by the committee.

**RECOMMENDATION TO COUNCIL**

**THAT** Council allocates surplus funds to the 2013 event and that \$1,000 be set aside to support the Junior Athletics clinic to be held in Lithgow in September 2012.

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

**ITEM: 8      REPORT FROM LITTLE A's**

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**SUMMARY**

Mr. Ray Stoneley presented the report from Little A's advising the committee of the scheduling of races and ground set-up for the event.

**COMMENTARY**

Mr. Ray Stoneley and Eric Arnold will be at the sports fields on Thursday 23 February to mark out the track with Council ground staff. Mr. Ray Stoneley commented the grounds are looking very good and the race schedule is per the program.

**RECOMMENDATION TO COUNCIL**

**THAT** Council notes the information provided regarding the race schedule and track set up.

**MOVED:** Mr. Danny Whitty,      **SECONDED:** Mrs. Fiona Van Velden  
**Carried**

**ITEM: 9      LITHGOW TRIATHLON UPDATE**

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**SUMMARY**

Mr. Sean Greenhill from Mountain Sports was an apology for the meeting.

**COMMENTARY**

Mountain Sports will present the report on the triathlon at the next meeting

**RECOMMENDATION TO COUNCIL**

**THAT** Council notes that the report from Mountain Sports will be held over to the next meeting

**MOVED:** Mrs. Fiona Van Velden      **SECONDED:** Mr. Danny Whitty  
**Carried**

**ITEM: 10      SPONSORSHIP UPDATE**

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**SUMMARY**

The updated sponsorship for the Lithgow Flash® Carnival was presented at meeting

**COMMENTARY**

Sponsors	Less GST
Centennial Coal	\$ 11,000.00

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Lithgow City Council	\$ 10,000.00
Destination NSW, for marketing use only	\$ 10,000.00
McDonalds	\$ 5,454.54
Coal Services	\$ 5,454.00
Delta Electricity	\$ 2,500.00
Maritime Mining Power Credit Union	\$ 2,200.00
Henry Plant & Equipment Hire	\$ 1,363.64
Workies Club	\$ 909.10
Coates Hire	\$ 545.45
Jones Bros	\$ 136.36
Regency Jewellers	\$ 136.36
C & W Printing	\$ 136.36
Video Ezy	\$ 136.36
Mountain High Conveyancing	\$ 136.36
<b>Total</b>	<b>\$ 50,108.53</b>

Cr Ray Thompson commended the work done by the Lithgow Visitor Information Centre in securing the sponsorship for the Lithgow Flash® Gift Carnival.

**RECOMMENDATION TO COUNCIL**

**THAT** Council notes the information provided regarding the sponsorship of the event.

**MOVED:** Cr Neville Castle  
**Carried**

**SECONDED:** Mr. Danny Whitty,

**ITEM: 11 BUDGET**

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**SUMMARY**

A summary of cost and expenditure to stage the Lithgow Flash® Carnival was presented to the committee.

**COMMENTARY**

<b>Fees and Charges</b>	<b>Company</b>	<b>Amount</b>
Showground hire fee		\$ 1,445.00
Ballroom hire fee		\$ 135.00
Jim Monaghan Oval		\$ 200.00
Bonds for Showground Hire		\$ 960.00
Fees & Charges for the Outdoor Staff		\$ 7,500.00

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<b>Sandy</b>	Tourism	
Flight		\$ 295.70
Car Hire		\$ 119.63
Accommodation		\$ 320.00
<b><u>Product/Service</u></b>	<b><u>Organisation</u></b>	<b><u>Amount</u></b>
First Aid	St Johns	\$ 411.30
Program	CW Printing	\$ 556.00
Banner	Banner Shop	\$ 747.90
5 M Banner x three	Banner Shop	\$ 727.00
Graphic artwork banner	CW Printing	\$ 132.00
Sports Voucher	Sports power	\$ 100.00
Trophies	David Sproule	\$ 2,203.95
<b><u>Prize Money</u></b>		
Centennial Coal	Women's Lithgow Flash® Gift	\$ 11,000.00
Lithgow McDonalds	Men's Lithgow Flash® Gift	\$ 10,000.00
Destination NSW	Open 70m	\$ 1,000.00
Delta Electricity	Open Invitational Back Markers Handicap 120 metres	\$ 2,000.00
Henrys Plant and Equipment Hire	300 metre mixed open	\$ 1,500.00
Maritime Mining and Power Credit Union	Open novice-vets	\$ 1,000.00
Workies Club	ZIG ZAG Mile	\$ 1,000.00
Coal Services	Valley Challenge	\$ 1,000.00
<b><u>Marketing</u></b>		
<b><u>TV</u></b>	Sothern Cross TEN	\$ 3,003.30
	ONE HD	\$ 331.10
	Add Production	\$ 385.00
<b><u>Print/Signage</u></b>		-
News paper add	Mercury	\$ 378.94
BM Gazette Wed 15th		\$ 1,091.40
Western Advocate Thursday 16th	1/2 page	\$ 1,060.33
Western Advocate Thursday 23rd	1/2 page	\$ 1,060.33
Posters-500	CW Printing	\$ 319.00
DL flyers--2500	CW Printing	\$ 396.00
Advertising	IMAG	\$ 440.00
Graphic artwork News paper add	CW Printing	\$ 132.00
Graphic artwork DL flyer	CW Printing	\$ 110.00
Graphic artwork Poster	CW Printing	\$ 110.00
<b><u>TV</u></b>	Sothern Cross TEN	\$ 3,003.30

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	ONE HD	\$	331.10
	Add Production	\$	385.00
<b>Summary</b>			
Funding, Destination NSW		\$	10,000.00
Income/ Sponsorship		\$	40,108.53
*Other Income		\$	8,607.76
Prize Money		\$	28,500.00
Expenses		\$	14,438.48
Marketing		\$	10,577.40
* Market Stalls \$55 each		<b>P&amp;L \$</b>	<b>5,200.41</b>
*Remaining income from 2011			

**RECOMMENDATION TO COUNCIL**

**THAT** Council notes the information provided regarding the expenditure for the Lithgow Flash® Gift Carnival.

**MOVED:** Mr. Ray Stoneley      **SECONDED:** Mr. Ray Stoneley  
**Carried**

**ITEM: 12    GENERAL BUSINESS**

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NIL

**Next Meeting of the Lithgow Flash Gift Committee to be held  
on Monday 16 April 2012 at 4.00pm in the Lithgow City  
Council Committee Room.**