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**Minutes of the Community Events Committee Meeting, Held on Monday January 31st 2022.
 at 6.15pm Parsons Meade Community Centre**

Members Present: Councillors Linda Hook, Kathryn Barker, Mavis Wilmshurst, Katie Macey

Members of the Public: Phil Foster, Rev. Griffiths, David Stone, Caroline Stone, Matt Barker.

Also present – Fiona Young (Clerk)

West Hunsbury Parish Councillor Richard Matthews.

Item no	
22/001CE	Resolution to elect a Chairman It was Resolved to elect Cllr Linda Hook as Chairman.
22/002CE	Resolution to co-opt up to 4 Members of the Public as non-voting Committee Members It was Resolved to co-opt the existing members of the Community Events Working Party, Mr Phil Foster, Rev Griffiths, Mr David Stone, Mr Caroline Stone.
22/003CE	To receive any apologies for absence and approve reasons for absence There were no apologies.
22/004CE	To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda There were no declarations of interest.
22/005CE	Jubilee Event i. Clerk to provide information on WHPC insurance & any additional insurance information & requirements The Clerk outlined the requirements laid out in the Special Events Information published by the councils insurance provider. The Clerk reiterated that the key requirement is to keep the insurance company informed throughout the planning process for the event. The event will need volunteer stewards at a ratio of 1 to 100 attendees. There are special rules relating to beacons and inflatables which the council will adhere to. ii. To discuss a proposed budget for event. Final budget to be agreed at a further meeting. The Chairman explained that the Council budget for Community Events for the year was £30,000, the final budget for the Jubilee event, expected to be the largest Community Event this year, will be confirmed at a further meeting. The current figure is approx.

£10,000.

iii. WNC & plan update

The Chairman reported that the initial form has been sent to West Northants Council but that there has been no response yet, this has been chased. The full event application can take as long as four months to be decided so it was imperative that the Council continue with the application alongside planning the event. It was agreed that there will be a site meeting in the park on the 1st Feb, attending this meeting will be Cllrs Hook, Wilmshurst and Rev Griffiths.

iv. Update on activities etc discussed at meeting of Community events working party on 10 January 2022 as per draft list to be distributed to Committee members

The Chairman circulated a comprehensive list with costings to all Committee members. Each item was discussed and reviewed. The following decisions were **Resolved** –

- A large marquee together with a smaller add-on marquee will be booked and the deposit paid. The overall cost for both marquees and a hired generator would be £5022 inc Vat.
- A band for the ceilidh has been booked and a deposit of £80 paid in order to secure the booking. The band is 'Knitters Jig'
- The budget for First Aid cover is increased to £500 as cover will be needed for the whole day.
- A band called 'Back in Time' have been provisionally booked. It was agreed to firm up this booking which will cost £300
- A community choir have been booked for a donation of £50
- A disability dance group have been booked at no cost.

There followed some discussions regarding other sources of entertainment. Cllr Wilmshurst has offered to try and source a brass band, there is also the possibility of a jazz band and Morris Dancers. This is to be confirmed at a further meeting.

A lengthy discussion then took place regarding hiring an inflatable. The Clerk mentioned that this is one of the areas that the parish council insurance company has strict requirements and said that it was very important that the council could meet the requirements stipulated.

It was **Resolved** to hire an inflatable maze, this seemed like the safest option and was certainly less risky than a bouncy castle or obstacle course.

The hire company could provide a 12M X 7.6M maze

The Committee will have to arrange for a volunteer to man the inflatable at all times during the event when it is in use. It was agreed that the Clerk would speak to the councils insurance company before the booking is made, a deposit of 50% of the total hire cost of £370 is required.

It was agreed that the council would need a music licence for the event from PRS, the Clerk and Chairman to look into this.

In terms of refreshments, an ice cream van has been provisionally booked at no cost, a coffee van, a pizza van and a general catering van have also been approached.

It is also hoped that there will be stalls from organisations including the WI, Friends of West Hunsbury Parks, craft stalls, sweet stalls etc. There will be no charge for a stall but donations would be welcome. It was agreed that more stalls were needed.

	<p>There was some discussion regarding an arena so that there would be the possibility of arranging a small dog show etc and it was agreed that more stalls were needed as well as a giant soft play area and some sort of crowd entertainer.</p> <p>More information would be presented at the next meeting.</p> <p>It was Resolved that the council would hire 6 portable toilets to include 2 accessible toilets.</p> <p>Mr Matt Barker (resident) asked if the council had considered hiring event security. He said that he would be willing to work with the council to provide security free of charge. The Chairman thanked Mr Barker and explained that this would need further discussion as the committee had not yet agreed as to whether security was needed.</p> <p>The Chairman also explained that she was looking into the possibility of Event Insurance which would cover us if the event was cancelled.</p> <p>The Clerk explained that in order to comply with the councils insurance policy the event would need one steward to every 100 attendees, this meant that at least 20 -25 volunteers would need to be found. It was agreed that organisations such as the Scouts, Guides and the Army Cadets would be approached, it was suggested that some refreshments could be provided to all volunteers.</p> <p>Advertising was also briefly discussed but this would be agreed at another meeting.</p> <p>v. To review, consider and make decisions on choice of suppliers where necessary, and agree to pay deposits where necessary.</p> <p>It was Resolved to use the following suppliers and pay the relevant deposits – Marquee hire – AE Hire for the main marquee, smaller marquee, staging and generator. Ceilidh band– Knitters Jig Bands – Back in Time Choir – Hunsbury & Blisworth Community Choir Toilets – Insite toilet Hire Inflatables - KingBouncealot</p> <p>vi. Resolution to make payment of £80 to David Stone for reimbursement of deposit paid to Ceilidh band. This was Resolved.</p> <p>vii. Committee to consider the draft schedule of timings for event & activities This would be discussed at a later meeting.</p>
22/006CE	<p>Community Events/Activities update</p> <p>To provide information on any additional community events for 2022 with updates if any on existing planned events</p> <p>This would be discussed at a later meeting.</p>
22/007CE	<p>Date of next meeting</p> <p>Monday March 7th 2022, 6.15pm Parsons Meade Community Centre.</p>