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**Minutes of the Community Events Committee Meeting, Held on Monday March 28th 2022.
 at 6.15pm Parsons Meade Community Centre**

Members Present: Councillors Linda Hook, Kathryn Barker, Mavis Wilmshurst , Katie Macey, Colin Moore.
 Rev Griffiths, David Stone, Phil Foster.

Minutes taken by Cllr Wilmshurst

Item no	
22/022CE	To receive any apologies for absence and approve reasons for absence None
22/023CE	To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda None
22/024CE	Resolution to approve the minutes of the last Committee meeting on February 28th 2022 Resolved to approve.
22/025CE	Jubilee Event 1.Update regarding activities and suppliers <ul style="list-style-type: none"> • CllrMacey has booked children’s entertainer for three hours 12pm to 3pm split into two sessions. Cost £200 • David Stone informed the group that he has spoken to two Morris Dancing Groups, Northampton Morris Men and Queens Oak. Charge £150 each group. Morris men can perform 2 sessions between 1and3-30pm . Queens Oak can also perform 2 sessions. Timings to be confirmed. Both groups must supply bank details for payment purposes. Action David Stone • Rev Griffiths requested that a separate timings sheet is sent out with the minutes. • There is a possibility that Welland Valley Football Club will organise a penalty shootout competition. • Style- dance with a difference. Can perform in the large marquee in between performances by Back in Time group. • Climbing wall has been booked from 11am to 5pm at a cost of £625. Firm has own liability insurance, equipment and staff.

- Medical support will be supplied by Events Medical Services. The suggested safe support is 2 First Aiders per 1000 people. They will supply 3 First Aiders at a cost of £600, and will be present all day.

- Cllr Barker suggested the attendance of the Cobblers mascot. Will make enquiries as to his availability.

Action Cllr Barker

- Discussion on whether there were sufficient food stalls. ? Hog Roast .

Action Cllr Macey

2. Update regarding the Event plan

Site plan has been submitted to WNC. There were some changes made before submission. Control marquee and lost children will be next to each other, and there will be an exit route for emergency vehicles. Decisions on using the lower Car Park for some performers /stall holders to be made nearer the event.

3. Stallholders -public liability insurance, update on list of stallholders and discuss options for additional stallholders

- Cllr Hook confirmed that all stall holders must have public liability insurance. She does have information concerning a firm which will cover for the day at a cost of £15. At the moment there are 11 confirmed stall holders

- No face painter booked yet and Cllr Barker voiced concerns that there were no multi faith groups involved.

- If any member of the committee makes contact with any further groups/individuals wanting to have a stall please let Cllr Hook have details.

Action, Committee

4. Update on the PA system and radio communication.

- Purchase of a PA system was discussed at the Parish Council meeting held on March 17th and the decision was made that the number of times it would be required did not merit the financial outlay. Better value for money would be to rent when required. The firm providing the marquee will provide a PA system suitable for the event at a cost of £380 .

- Radio mikes for stewards to be supplied by Matt Baker. 20 mikes with ear pieces. This will be free of charge. Many thanks.

5. Budget update

Budget update was circulated. Chair stated there should be no problem keeping within the budget. Investigation into what is needed regarding music licence.

Action Cllr Hook

6. West Northants Council update

Please see above Event Plan

	<p>7. Stewards</p> <p>There was a discussion as to the necessity for having security personnel as well as stewards.</p> <p>A vote was taken among the Parish Councillors present as to whether security personnel should be employed.</p> <p>Yes : 1 Cllr Barker wished it minuted that security was necessary because of the danger from alcohol and drugs.</p> <p>No: 4 Councillors did not think security personnel were necessary.</p> <p>The decision was therefore taken that there would be no security personnel present. Any problems that arose would be dealt with by the stewards in the first instance, or the police if necessary.</p> <p>Important that stewards receive proper security briefing before event opens Action Cllr Moore</p> <p>Cllr Hook spoke of the importance of having plenty of stewards. The ideal is 1 for every 100 people. If we do not get up to 20 stewards the event cannot go ahead. Appeal for volunteers to go on Facebook, both the PC site and the Fof WHP, and the web sites of both.</p> <p>8. Event advertising and promotion and appeal for volunteers.</p> <ul style="list-style-type: none"> • Matt Baker offered to mock up some posters and would send them to Linda to be circulated at the next meeting. <p>Action:-Matt Barker</p> <ul style="list-style-type: none"> • Fliers to be distributed by committee members/councillors in their local areas. The fliers would be a smaller version of the poster. • Posters to be displayed on Facebook and council web site. <p>9. Additional items</p> <ul style="list-style-type: none"> • Discussions regarding disposal of rubbish. Cllr Hook had been in contact with Amanda Bakewell of organisation called Pledge to Clean. Amanda would come and collect rubbish on Monday. It would be sorted into different recyclable materials. Bins could be borrowed from Welland Valley FC • Rev Griffith commented that stall holders should be responsible for taking their own rubbish home. • Matt Barker informed the committee that Veolia are giving away black rubbish sacks free of charge at the moment. • Cllr Wilmshurst informed the group that following no response from Facebook for local musician to provide fanfare for beacon lighting, a cornet player from Moulton 77 brass band has volunteered to play. <p>Will offer him the opportunity to see whether he is happy to climb to level on which beacon will be sited.</p> <p>Rev.Griffith is happy to show him round.</p>
22/026CE	<p>Date of next meeting</p> <p>It was agreed that a date would be agreed in between meetings.</p>