

Minutes of Community Event Committee held on Monday 25th July 2022 at 6.15pm in Parsons Meade Community Centre

Present:- Committee members : Cllr Hook (chair) Cllr Barker ,Cllr Macey, Cllr Wilmshurst,
David Stone, Phil Foster

Others : Cllr Squires, Cllr Matthews, Matt Barker

22/044CE Apologies – Rev Griff

22/045CE No declaration of Interests

22/046CE Minutes of 9th May agreed.

22/077CE Review of jubilee Events

1. Beacon Lighting.

Thanks given to St Benedict's and Rev Griffiths for allowing the church to be used for the siting of the Beacon. Thanks given for the supply of refreshments to the public who attended and also to church members who helped propel the beacon and the cylinders up to the parapet!

Positive Feedback

- Socially very successful event.
- Good site for the beacon.
- Purchase of beacon good value for money.

Feedback on improvement for similar future event

- Employment of professional Event Organiser to be considered by the Parish Council
- Timing of event to be better. Fanfare was very short & event was live on Radio Northampton, which meant it was difficult to adjust timings in real time.
- PA system needs to be more effective to ensure sound is better for area.
- A rehearsal of the event needed – difficult to do for this event as Jubilee event took up lots of time and manpower.
- There did not seem to be a satisfactory ending to the event. This should be structured in the planning for other events.

Chair informed that we had received a certificate for taking part in the nationwide Jubilee Beacon Lighting. Suggested that copies go into the Parish Council Notice Boards.

2.Event in the Park

Positive Feedback

- Lots of positive and complimentary comments about the event received throughout the day by those attending and given afterwards.
- Majority thought the venue was good, the smaller field being used gave the event a more sociable/intimate feeling.
- Timing of all the different musical events worked well
- Good range of event/activities
- Free activities for the children proved very popular
- Outside security company was very good and the security staff were very helpful eg emptied rubbish bins as well.
- Volunteer stewards interacted well with the public & worked very hard on the day.
- Provision for the disabled was positive.
- Good positive, friendly atmosphere during the day of the event
- St Benedict's tea, cake & plant stall went down extremely well.
- No crime or disorder at all during the day.
- No injuries/accidents reported by First Aiders caused by the event
- No traffic issues experienced on Ladybridge Drive or neighbouring roads.
- Public car parking went well thanks to good directing by volunteer stewards being in situ all day.
- Car parking on site area for entertainers etc worked very well - thanks to volunteer Chris Wood who stayed all day.
- Good feedback from stallholders after the event.

Feedback on improvement for similar future event

- PA system not adequate for size of field. PC must be prepared to increase budget in future for large events so that more speakers can be provided to cover the area adequately.
- More signage needed in public car park area to help drivers entering & leaving the site.
- Drivers were using same gap for entering and leaving car park area which caused problems. Ground at exit not level - potentially dangerous. Need to look at better way of managing the movement of vehicles in the car park area for future events.
- More effort needed by all Councillors to find volunteer stewards for future events. Not enough stewards available for looking after car park in particular and no relief stewards available to help in lots of areas. (This was a unique exceptionally busy weekend & lots of people away)

- More stall holders should be encouraged to attend future events. Not enough stall holders available for this event. Stallholders Public Liability Insurance was a problem & the Parish Council need to look into this again for future events and see if this can be overcome in some way.
- More information is needed on web site and social media for future events and the timings of activities/events shared. This was missing for the Jubilee event.
- Adequate water should always be available at events for volunteers.
- The sale of alcohol at future large events was mentioned. This should be discussed fully and decided on an individual basis depending on the particular event.

3. Budget review

Amount spent on Jubilee event - £12,363. This from the total budget for events of £25000.

22/048CE Planning for Events in 2022

1. Remembrance Day

Remembrance bench has been ordered but there may be a delay in delivery. Bench to be installed on the grass area to the right of entrance to Ladybridge Park. Poppy display planned for November - It is intended to attach mesh to the wooden bollards at the entrance to the park & display poppies. Local groups such as 60 + Club, Brownies, Guides etc to knit/crochet/use plastic bottle ends to make poppies to attach to the mesh. Residents to be invited to place own poppies. Remembrance crosses to be placed in area as well.

2.Christmas.

Agreed to have Christmas tree again outside church. Cllr Hook to look at prices & dates for installation. Lights & decorations to be attached to the tree before it is erected this year. Brownies and guides group to be approached to help with decorations.

Rev Griffith is hoping to hold outdoor carols around the tree again, as very popular last year. Official turning on of the lights suggested. To be arranged nearer time.

22/049CE Events 2023

1. Fireworks 2023

Cllr Hook advised that the firm that supplied the PA system for the Jubilee event, MoSounds have worked with Titanium fireworks doing music to fireworks. More information to be sought. It was agreed to have a fireworks event in 2023 on Saturday 4th November subject to date being available & cost to be discussed and agreed.

It was decided to use the food and coffee outlets that were at the Jubilee event if available and the fireworks in 2021 & investigate a hog roast.

2. Any Other Event Ideas

It was decided more groups should be invited to the next Events committee including Jacqueline Hughes, Hunsbury Park Primary School, Brownies & Guides, WI, and 49th Scout Group.

22/050 Date of next meeting 26th September at 6:15pm.

DRAFT