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**Minutes of the Community Events Committee Meeting, Held on Monday May 9th 2022.  
 at 6.15pm Parsons Meade Community Centre**

**Present:** Parish Councillors Linda Hook, Kathryn Barker, Mavis Wilmshurst , Katie Macey  
 Residents and Committee members David Stone, Rev. Griffiths  
**Members of the Public:** Cllr Carl Squires, Matt Barker

Clerk – Fiona Young

22/031CE	To receive any apologies for absence and approve reasons for absence It was <b>Resolved</b> to approve apologies from Cllr Moore.
22/032CE	To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda Cllr Barker declared an interest in item 22/036CE, item 22/041CE and item 22/043CE
22/033CE	Resolution to approve minutes of the last Committee meeting on April 25th 2022 It was <b>Resolved</b> to approve the minutes.
22/034CE	Jubilee Event Resolution to discuss and agree an event insurance policy After some discussion it was <b>Resolved</b> to purchase an event insurance policy that would cover the value of the hired goods but would not cover cancellation of the whole event. The cost of the insurance policy was approx. £1100.00
22/035CE	Event Set Up – discuss and agree final event plan and setting up arrangements, to agree tasks, volunteers and equipment. There was a site meeting on Saturday, the lay out plan was finalised. A Councillor queried the location of the fire assembly point as it was thought not to be completely accessible to mobility scooters, the Councillor also questioned the location of the Lost Children tent. It was explained that this site plan had in fact been first drawn up months ago and that any concerns about the location of key features should have been sorted out by now. It was agreed that the company erecting the marquee will be having a look at the site soon and it was agreed that they would be asked for advice regarding the best location of the two smaller tents. Cllr Hook explained that some tape and posts would be needed to mark the site out and also some grass pitch paint. It was agreed that volunteers would be needed on the Thursday before the event to help with setting the site up. Welland Valley Football Club will be checking the condition of the gazebos that are being loaned to the council soon.

	<p>A final set up plan will be agreed at a later date. Hi-Vis vests need to be bought along with some signs.</p>
22/036CE	<p>Stewards – Update on volunteers, to include steward roles and briefings There followed a lengthy discussion about the number of stewards that are volunteering on the day, it is thought that there are 23 in total. Cllr Moore has offered to do some briefing notes for the volunteers. There will be a meeting on site before the event for volunteers.</p>
22/037CE	<p>Stall holders update All stall holders must have public liability insurance and those certificates will be forwarded to WNC.</p>
22/038CE	<p>Entertainers Update Stables 8 ( Jazz Band) have been asked to obtain their own public liability insurance in order to perform at the event. A second smaller stage is being considered for the smaller marquee. The Clerk confirmed that all entertainers must be paid by electronic payments, there will be no cash payments.</p>
22/039CE	<p>Advertising – to include an update on leaflet distribution Cllr Hook had organised the printing of flyers for the event for a door drop in the parish. Distribution of the flyers would be by parish councillors. The school has also agreed to send a digital flyer out to parents.</p>
22/040CE	<p>Resolution to agree the arrangements for Beacon Lighting event It was agreed that nominations would be requested from the parish for a person to start the lighting process for the Jubilee Beacon. This would be promoted on the parish council website and on Facebook. Rev Griffiths has offered to provide teas and coffees in the Church before the beacon is lit, this will be arranged by the Church. A bugler has been secured to play during the beacon lighting ceremony.</p>
22/041CE	<p>Event Security – to be discussed following new information received since the previous meeting.</p> <p>It has been agreed that the marquees will be erected in the park the day before the event. They will therefore require some security protection for the night before the event and the night after the event as they will not be dismantled until Saturday June 4<sup>th</sup>.</p> <p>a) Resolution to discuss and agree the provision of professional security services for overnight on June 2nd / June 3rd After a brief discussion it was <b>Resolved</b> that professional security services were needed for the two overnight dates to protect the marquee. It was agreed that the risk was too high for volunteers to do this.</p> <p>b) Resolution to discuss and agree the provision of professional security services for the event on June 3rd 2022 After some discussion it was <b>Resolved</b> that professional security services would be required for the day event. This would be low key and possibly include professional stewards to help with car parking.</p>

22/042CE	<p>Resolution to close the meeting to the Public and Press due to the Confidential nature of the items to be discussed.</p> <p>It was <b>Resolved</b> to close the meeting to the Public and Press. Members of the Committee remained in the room. Cllr Barker left the room.</p>
22/043CE	<p>Resolution to discuss and approve the quotes received to provide security services.</p> <p>It was <b>Resolved</b> with a vote of two for and one abstention to accept one of the two quotes received by the Clerk, however, the acceptance was conditional on the confirmation of certain conditions and requirements. Should those conditions not be met then the decision to accept the quote would be reconsidered.</p>
	<p>Meeting closed 8.45pm</p>