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Minutes of the Meeting of the Community Event Committee held on Monday 16th October 2023 at 6:30pm in Parsons Mead Community Hub.

Present: -Committee Members: Cllr Hook,(Chair) Councillor Wilmshurst, Phil Foster, David Stone.

Cllr Squires,Chair of Parish Council joined the meeting.

23/42CE To receive any apologies for absence. Cllr Barker and Rev Griff sent their apologies.

23/43 Declarations of Interest None

23/44 Approve the Minutes from September 11th 2023 Approved.

23/45CE Fireworks event.

1.Update on progress to date

- Chair has heard nothing back from WNC following submission of risk assessment etc but has received information on counter terrorism. Andy Tomlinson will contact her. There is further information on www.protectuk.police.uk.
- All catering confirmed.
- The Chair explained that she will be meeting with Matt Owen regarding PA,Lighting/rope in front of crowd etc, on his return from holiday.
- Titanium Fireworks will arrive on site at 2pm. They are aware that we want fireworks that have a visual impact rather than noise.
- Chair to contact Matt Barker regarding fire eaters.
- Security confirmed.
- Chair to contact Welland Valley football club to inform them of event.

2. Volunteer update

- 10 volunteers confirmed, with several more individuals to be contacted. All volunteers will wear high viz jackets.

3. Stewarding needs and roles

- Marshall at entrance gate to Car Park from 6pm to organise parking, and control cars leaving the Park.
- Marshall at Bottom Car Park to organise disabled parking,and ensure gate and entrances to the football pitches are not used for access to firework site.
- PA covered .
- Tape to go up to close off gaps in hedging up from lower green bridge.

- Phil Foster and David Stone to erect Friends gazebo and supply table for first Aid and lost children.
- DBS approved volunteer will be in place for lost children.
- A briefing will be held on Sunday the 29th October for those volunteers who are available.

4. Event set up and starting plan

- Gate to open at 6:30.
- Firework display to commence at 7:30pm
- Steward on Gate from 6pm
- Catering will arrive on site during the day, and height bar will need to be open.
- First Aiders to arrive between 6 -630pm.
- FoWHP gazebo will be in place early pm for first aiders and lost children.
- Marshalls will be in place at 6pm.
- David Stone will make signs for the First Aid gazebo.
- Cllr Hook to contact Matt Barker re fire eaters and their insurance documents.

5. Donations

- 2 handheld readers for donations. They will be carried by Councillors.
- 4 buckets to be ordered by Cllr Squires for cash donations. David Stone will make labels to go on the buckets.

6. Clear up

- FoWHP will supply rubbish bags
- Litter pick to be held on Sunday at 11am.
- Cllr Wilmshurst to let Nicola Clarke from Ideverde know that there will be extra rubbish bags by the rubbish bin just inside entrance on Monday morning.

23/46CE Remembrance update

- Remembrance Service will be held at St Benedicts on Sunday 12th. November. Guides and Scouts will process from Country Park car park to the church.
- Concert in the church on Friday 10th November.
- Parish Council will erect fencing etc behind Remembrance bench on afternoon of Sunday 5th November.
- The public will be able to place their own remembrance poppy etc around the display.

23/47CE Christmas update

- Christmas tree to go up on 30th November.
- Other arrangements regarding Christmas Carols etc to be confirmed by Rev Griff.at a later date.

23/49CE Date for next meeting TBC