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**Minutes of the Community Events Committee Meeting, Held on Monday April 25th 2022.
 at 6.15pm Parsons Meade Community Centre**

Present: Parish Councillors Linda Hook, Kathryn Barker, Mavis Wilmshurst , Katie Macey and Colin Moore

Residents and Committee members David Stone & Phil Foster

Members of the Public: Cllr Carl Squires, Matt Barker

Minutes taken by Cllr Wilmshurst

22/027CE	To receive any apologies for absence and approve reasons for absence Resolved to approve apologies from Rev Griff and the Clerk who was unable to attend.
22/028CE	To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda Cllr Barker regarding Item 3 Advertising
22/029CE	Resolution to approve minutes of the last Committee meeting on March 28 th 2022 Cllr Barker requested removal of her words in item 7 regarding security. All agreed.
22/030CE	<p>Jubilee Event</p> <p>1. Entertainment update and schedule confirmation</p> <ul style="list-style-type: none"> • Moulton 77 Brass band will need chairs. Number to be confirmed prior to day. Action MW • “Stable 8s” Jazz Band may need chairs. A fee of approx. £200 for their performance to be payable now. They will need to hire equipment. • “Back in Time” band -no equipment needed. • Style Stars have 2 groups and will have two 10 -15minute slots. No equipment needed but exact performance times to be agreed Action Cllr Hook • Community Choir - no concerns • Morris Dancers- male dancers in the day and Queens Oak to perform at 4.30pm and in interval of Ceilidh • Mr Crumble - providing own equipment. Times to be agreed. Action Cllr Macey

- Climbing Wall will be manned. Will need plenty of space.
- Inflatable maze. Crew will give information on correct use
- Ceilidh band to provide their own equipment
- Cobblers' mascot - Cllr Barker to chase up & confirm. **Action Cllr Barker**
- Penalty shootout by Welland Valley Football Club. Confirmation needed.
Action Cllr Hook

Cllr Hook circulated a schedule of timings to committee members.

Main marquee will be erected on Thursday, marquee for the brass band must be up by 10:30am. The main marquee will be on site Thursday and Friday night. The gate to the Car Parks will be closed at 8:30 on Thursday by WVFC. Matt Baker offered to check site later that night, Not Confirmed. The gate will be closed at the end of the event on Friday once all vehicles have left.

Full rubbish bags will be left in the toilets overnight. Litter pick will take place Saturday morning, all rubbish will be collected by Pledge2Clean.

2. Stall holders.

- Councillor Hook has a list of all stallholders. Has three more to contact as suggested by Cllr Barker. They all have public liability Insurance **Action Cllr Hook**
- Marie Curie, Karen Smith Photos, and the Hope Centre still to confirm. Cllr Barker will contact the Hope Centre. **Action Cllr Barker.**
- Food vendors confirmed. No others needed. They are as follows -
Really Awesome Coffee plus hotdogs
Ice Cream- Pino
Pizza- Alfresco
Mocktails- Ebele – more details need + copy of Public liability **Action Cllr Macey**
- Deadline given of end of next week for any more stallholders/entertainment etc. No further advertising needed. Stall allocation to be done asap.

3. Advertising

- Variety of posters were circulated, main poster designed by Matt Barker was agreed by all with some minor changes re times, wording etc. Volunteer & Beacon poster to be redrafted & sent to Chairman for final approval & circulation. **Action Cllr Hook**
- It was agreed poster to go onto Facebook and the website. Decision taken that A5 leaflet of main poster & volunteer/beacon poster should be delivered to all streets in West Hunsbury by Committee members.
- Resolved a maximum budget of £300 for printing

4. Set up site plan

- It was agreed that entrance to Ladybridge Park should be decorated appropriately for event. Matt Barker offered free bunting – to advise quantity available.

- It was agreed another site visit was necessary to decide any areas that needed to be roped off and final equipment requirements. Final siting of individual stalls/activities needed to be done as well. Cllr Moore volunteered to attend with Cllr Hook. Date to be arranged for end of next week. **Action Cllrs Hook & Moore**
- Cllr Hook has accepted the offer of 50 free stackable chairs which was made via Rev Griffiths for use at the event.
- Confirmed all stalls etc to be in place by 10:30am on event day.

5. Stewards

- Cllr Hook confirmed present list is approx. 16 but subject to change.
- Discussion took place on distribution of stewards.
Suggested minimum number of stewards = 10
Entrance to park - 1
Overflow car park - 1
Bottom Car Park - 1
Entrance Gate for stall holders ,activities & equipment- 1
Entrance to event field - 1
Maze -1
Toilets - 1
Floating in arena 3
All areas need change over of stewards during the day and more stewards needed.

6. Insurance

The WHPC insurers will remain the same as previous year to ensure continuity for the Jubilee event. Cllr Hook thanked Cllr Macey for her help in obtaining all public liability insurance information from vendors.

7. Any additional items, for note only, no decisions made.

Discussion took place regarding donations, as many people who attended the Fireworks event asked about donating. A donation box/bucket by the control marquee was suggested. Confirmation and/or agreement to this to be referred to clerk

8. Budget Update

An additional amount of £200 is to be added to the budget for the Jazz band. Event insurance cost to be confirmed at the next meeting. **Action Cllr Hook**

9. Beacon Update

The beacon is being delivered this week. The timings for the beacon lighting event were discussed and agreed as 9.15pm to 10.30pm approx. The beacon will be lit at 9.45pm. Final arrangements to be discussed with Rev. Griff and agreed at the next meeting. **Action Cllr Hook**

10. 2022 Events – Nothing discussed

11. Date of next meeting – to be confirmed.