

DRAFT Minutes of the meeting of the Events Committee of Tibshelf Parish Council held on Tuesday 3rd September July 2024 at 7pm in Tibshelf Village Hall

Minutes

Members Present: Cllr A Beckett, Cllr S Wood, Cllr M Ward, Cllr J Gilbody, Cllr H Varney and Cllr L Kingscott.

Community Group Representatives present: L Lloyd – Tibshelf Scouts, S Whaite – Tibshelf WI and guides.

Community Representatives present: W Kingscott, D Gibb and S Beal.

In attendance: R Tattershaw – Parish Clerk.

EC001 To elect a Chair for the forthcoming year.

The Clerk asked for nominations for the position of Chair.
Cllr Kingscott nominated Cllr Gilbody, seconded by Cllr Ward.
A vote was taken: All in favour.

EC002 To elect a Vice-chair for the coming year.

Cllr Gilbody asked for nominations for the position of Vice Chair.
Cllr Wood nominated Cllr Varney, seconded by Cllr Gilbody.
A vote was taken: All in favour.

EC003 To receive apologies for absence.

None received.

EC004 Declaration of Members' Interests.

None received.

EC005 Requests for Dispensations

None received.

EC006 Public Speaking

None.

EC007 Confidential items

None.

EC008 To note insurance requirements from Clear Councils for council events.

The Clerk updated on the insurance requirements for community events:

1. Firework display requirements from the insurance company were noted and it was agreed all requirements would be met.
2. The risk assessment for any event that would attract over 1000 people must be sent to the insurance company for approval.
3. Food vans, stall holders and fair rides must provide the council with a copy of their public liability insurance schedule or certificate.

EC009 To review and confirm details for the Remembrance Sunday parade.

a) Road closure notice

The Clerk confirmed that an application has been made to Bolsover District Council for closure of the road during the parade and the 6-week consultation period ends on the 17.09.2024.

b) Road closure company

Peak 4 x4 will be managing the road closure and Cllr Watkinson has confirmed he will provide the road closure signage.

c) Volunteers.

2 Volunteers confirmed - a member of the public and the Clerk.

d) To review and approve a risk assessment.

To meet the requirements of the risk assessment it was agreed:

- To purchase 10 hi viz vests for event Marshalls.
- Scout and guide parents would support managing the parade.
- Cllr Gilbody to confirm parking arrangements.
- Scout and guide leaders are qualified first aiders.

EC010 To review and confirm details for the Fireworks Event

a) Highway's notification

The Clerk has notified DCC Highways of the event.

b) Car parking

It was agreed when advertising the event to ask people attending to walk to the display or if they needed to drive to park considerately.

c) Fire service and police notification

It was noted that the Clerk will notify the fire service and police.

d) Refreshments

It was agreed to provide burgers, hot dogs, hot drinks, donuts/sweets stall and a glow in the dark wands and candy floss stall.

There will be a few tables and chairs in the village hall, but people will be encouraged to stand outside.

It was agreed to recommend to the Full Council the purchase of 2 x griddles at a cost of £49.95 each.

e) Fair rides

It was agreed not to have fair rides in the car park this year.

f) Bar facility

W Kingscott confirmed he would manage the bar.

g) Volunteers

15 Volunteers were confirmed:

6 x Councillors (Events Committee members), the Clerk, W Kingscott, D Gibb, S Beal and 5 members of the public.

h) To review and approve a risk assessment.

To meet the requirements of a risk assessment it was agreed:

- 6 Marshalls will support the event.
- L Lloyd to investigate first aid support.
- 500 Wristbands to be sold at a cost of £1 each to manage event numbers – recommendation to Full Council to purchase the wristbands – priority for residents of Tibshelf.

EC011 To review and confirm details for the Christmas Light Switch on event.

a) Refreshments

It was agreed to provide a tuck shop and hot dogs.

b) Santa's grotto

It was agreed Cllr Wood would investigate hiring an inflatable grotto for the village hall.

c) Volunteers

Elf and Santa volunteers confirmed.

d) Bar facility

W Kingscott confirmed he would manage the bar.

e) Gifts.

It was confirmed that there was already most gifts in stock and Cllr Gilbody would contact a local business and ask if they would donate the selection boxes.

EC012 To review and confirm details for the New Year's Eve disco.

It was confirmed to hold a New Years Eve Disco 7pm to 12.30am. W Kingscott and Cllr Kingscott confirmed they would manage the bar.

It was agreed to sell tickets at a cost of £5 for adults.

Cllr Wood confirmed she would manage the event and had volunteers to support her.

EC013 To review and confirm details of the Christmas Craft Fayre.

It was confirmed this will be held on the 16th November 2024.

Cllr Beckett confirmed she would organise stall holders for the event.

It was agreed the Clerk will investigate roadside event signage from a local company, ensure all village hall banners are in place for event advertising and that all events were advertised in the next Parish Council newsletter.

9pm - It was moved by Cllr Gilbody, seconded by Cllr Wood and agreed unanimously to move standing orders to continue the meeting.

EC014 To review and confirm details for the Carol service.

It was confirmed the event will take place on Monday 16th December, The Honeybells have been booked to perform, and tea, coffee and mince pies will be served.

EC015 To confirm date and time of next meeting.

It was agreed to hold the next meeting on Tuesday 1st October 2024 at 7pm in The Village Hall.

The meeting closed at 9.10pm.