

**Minutes of the meeting of the Events Committee of Tibshelf Parish Council held on Tuesday 1<sup>st</sup> October 2024 at 7pm in Tibshelf Village Hall**

**DRAFT Minutes**

**Members Present:** Cllr J Gilbody (Chair), Cllr H Varney (Vice chair), Cllr A Beckett, Cllr S Wood, Cllr M Ward, and Cllr L Kingscott.

**Community Representatives:** W Kingscottt, D Gibb and C Whitehead.

**Group Representative:** S Whaite.

**In attendance:** R Tattershaw – Parish Clerk, Mark Scarborough – Comms and Projects Officer and 2 representatives from the Emergency Support and Response Crew.

**EC016 To receive apologies for absence.**

L Lloyd – Tibshelf Scouts

**EC017 Declaration of Members' Interests.**

Cllr Wood declared an interest in item 14 To review and approve a New Year's Eve disco risk assessment.

**EC018 Requests for Dispensations**

None received.

**EC019 Public Speaking**

Working on events with local groups was discussed. The Clerk advised committee members to provide her with information for future agendas.

**EC020 Confidential items**

None.

**EC021 To consider co-optation of community representatives onto the Events Committee.**

It was moved by Cllr Beckett, seconded by Cllr Wood, and **resolved** unanimously to Co-opt Dawn Gibb onto the committee as a Community Representative.

It was moved by Cllr Beckett, seconded by Cllr Kingscott, and **resolved** unanimously to Co-opt Cliff Whitehead onto the committee as a Community Representative.

It was moved by Cllr Gilbody, seconded by Cllr Wood, and **resolved** unanimously to Co-opt Wayne Kingscott onto the committee as a Community Representative.

**EC022 To approve the draft minutes of the Events Committee Meeting held 3rd September 2024.**

It was moved by Cllr Beckett, seconded by Cllr Wood, and **resolved** unanimously to accept the minutes as an accurate record.

**EC023 To note roadside signage to be provided by Martins.**

It was noted that we are still awaiting a response regarding event signage to all 5 entrances. The Comms and Projects Officer to make a request for 'road closure' signage for the Remembrance Parade.

**EC024 To review and confirm details for the Fireworks Event**

a) Refreshments

It was agreed to recommend a budget of £1000 for refreshments to the Full Council meeting on the 15.10.2024.

b) To confirm distribution of wristbands.

It was agreed to recommend to the Full Council meeting on the 15.10.24 to purchase an additional 250 wristbands. The first dates to purchase would be:

- 8.10.2024 at the Village Hall. 12.30pm to 3pm and 6pm to 7.30pm.
- 12.10.2024 at the Pavilion. 2.30pm to 3.30pm.

Priority to be given to Tibshelf residents.

Comms and Projects Officer to design and circulate a poster via social media and the PC website.

c) To review and approve a risk assessment.

It was moved by Cllr Gilbody, seconded by Cllr Beckett and **resolved** unanimously to approve the risk assessment.

d) First aid support

The Clerk stated that Alfreton Scouts have confirmed they will support with 3 qualified first aiders at the event.

S Whaite joined the meeting at 8.10pm.

**EC025 To review and confirm details for the Remembrance Sunday Parade.**

a) Road closure notice update

The Clerk confirmed that the road closure application to BDC has been approved and the conditions will be met.

b) Road closure company & signage

Peak 4 x 4 have confirmed they will be undertaking the traffic management for the event and 'road closure' signage has been confirmed if required.

c) Confirmation of volunteers

C Whitehead and the Clerk confirmed they will volunteer at the event and Scout and Guide parents will also wear hi viz vests and walk on the outside edge of the parade.

d) To review and approve a risk assessment.

It was moved by Cllr Wood, seconded by Cllr Varney, and **resolved** unanimously to approve the risk assessment.

**EC026 To review details for the Christmas Craft Fayre.**

a) Stall holder information

Cllr Beckett confirmed 9 stall holders have booked and the hall can hold 13 stalls.

b) To review and approve a risk assessment.

It was moved by Cllr Gilbody, seconded by Cllr Wood, and **resolved** unanimously to approve the risk assessment with the following included:

3 Event Co-Ordinator's to be present.

2 x Qualified First Aiders to be present.

c) Refreshments

It was agreed to a £100 budget for refreshments.

**EC027 To review and confirm details for the Christmas Light Switch on event.**

a) Refreshments

It was agreed to a £100 budget for refreshments.

b) Santa's grotto.

Cllr Wood confirmed it had been booked and they would require payment in advance. It will be set up by 4.30pm.

c) Volunteers

6 Volunteers were confirmed for the event.

d) To review and approve a risk assessment.

It was moved by Cllr Beckett, seconded by Cllr Wood, and **resolved** unanimously to approve the risk assessment with the following included:

- 6 Volunteers to be present.
- 1 Qualified First Aider to be present.

**EC028 To review and confirm details for the Carol service.**

- The Honeybelles and Ault Hucknall and Linby band have been confirmed.
- Cllr Beckett to confirm carol songs.
- Carol sheets to be ordered.
- Cllr Beckett to confirm the mince pie order with Deakins.
- It was agreed to a budget of £300 for refreshments.
- C Whitehead volunteered to do a reading.
- Cllr Beckett to confirm the organist.
- Clerk to organise the banner outside of the village hall.
- Clerk to email Rev Manley regarding readings.

**EC029 To review and approve a New Year's Eve disco risk assessment.**

It was moved by Cllr Beckett, seconded by Cllr Wood and **resolved** unanimously to approve the risk assessment with the following included:

- 7 Volunteers to be present.
- 2 Qualified First Aiders to be present.

**EC030 To consider a Parish Council tree at the church Christmas Tree festival.**

It was agreed to have a PC tree at this years Christmas Tree festival. The Clerk to source a 5ft/6ft tree and items required for decoration.

Cllr Varney confirmed she would provide battery operated lights and Cllr Wood would provide ribbon.

**EC031 To confirm the date and time of the next meeting**

Next meeting to be held on Tuesday 29<sup>th</sup> October at 7pm.

Meeting closed at 8.55pm.