

Minutes of the meeting of the Events Committee of Tibshelf Parish Council held on Tuesday 25th February 2025 at 7.00pm in Tibshelf Village Hall

DRAFT Minutes

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

Community Representatives: W Kingscott, D Gibb, Z Redfern, and C Whitehead.

In attendance: R Tattershaw – Parish Clerk, and 1 member of the public.

EC089 To receive apologies for absence.

Apologies received from Cllr M Ward and Cllr L Kingscott.

EC090 Declaration of Members' Interests.

None received.

EC091 Requests for Dispensations

None received.

EC092 Public Speaking

None.

EC093 Confidential items

It was agreed there were no confidential items on the agenda.

EC094 To approve the minutes of the Events Committee Meeting held 14th January 2025.

It was moved by Cllr Varney, seconded by Cllr Wood and **RESOLVED** unanimously as an accurate record.

EC095 To note the Tibshelf Events Calendar and approve dates for 2025 council events.

Noted.

EC096 To note a grant of £250 has been allocated to Tibshelf Parish Council towards the costs associated with the Music Festival from the Members' Community Leadership Fund through the support of County Councillor James Barron.

Noted. Agreed the Clerk to send a letter of thanks to Cllr Barron.

EC097 To note the Historical Society have confirmed they will provide a display for the VE Day 80th Anniversary event.

Noted.

EC098 To approve Alfreton Male Voice Choir for the Carol Service event at a cost of £150.

It was moved by Cllr Wood, seconded by Cllr Varney, and **RESOLVED** unanimously to approve the Alfreton Male Voice Choir for the Carol Service.

EC099 To note Pyrotex have confirmed this year's display for the 7th November 2025 at 6pm and to consider security and first aid requirements and costings.

Noted.

ACTION: The Clerk to seek a security quote for the next meeting and L Lloyd would investigate first aid provision.

EC0100 To consider a quote for afternoon tea boxes of £5 per box for the VE Day event.

It was moved by Cllr Gilbody, seconded by Cllr Varney **RESOLVED** unanimously to accept the quote from Tys Snack Shack to deliver 60 afternoon tea boxes at a cost of £5.00 each to the village hall at 12.30pm on Sunday 4th May 2025.

EC0101 To note the purchase of tablecloths, flags, and napkins at a cost of £35.42 for the VE day event.

Noted. D Gibb to provide table decorations.

EC0102 To note an update on confirmed acts and vendors for the Music Festival and approve associated costings.

It was moved by Wood, seconded by Cllr Gilbody and **RESOLVED** unanimously to move standing orders to enable a member of the public to speak. S Wood confirmed he can do a 30-minute slot at the Music Festival.

Cllr Gilbody confirmed the following had been booked:

- Stage
- PA system
- Taylor Swift tribute act
- Pink tribute act
- Elvis tribute act
- Little Kid Rocks act
- Freddie Mercury tribute act

Z Redfern confirmed the shooting bus booking.

Cllr Wood confirmed the children's activity tent.

D Gibb has a quote of £250-£300 for a drag queen compare for the day – to be reviewed at a future meeting.

The Clerk confirmed:

- Infinity bar have been booked by W Kingscott.
- A deposit has been paid for the Taylor Swift tribute act
- Scouts to provide tea and coffee
- Temporary Event Notice has been applied for with BDC.

Cllr A Beckett arrived at 7.35pm

Cllr Beckett confirmed:

- She has contacted various food vendors and needs to confirm costings with them.
- Stalls are getting in touch and will be informed they will need to provide evidence of having public liability insurance.
- Bucking Broncho, Gladiator Dual and inflatables booked with KCM Inflatables.

It was moved by Cllr Wood, seconded by Cllr Beckett and **RESOLVED** unanimously to charge food vendors £50.00.

ACTIONS

- Cllr Gilbody to contact the Jowett School of Dance
- Some of the car park bushes may need removing for the stage.
- Cllr Beckett to confirm food vendors details to the Clerk to meet BDC Environmental Health requirements.

EC0103 To consider 3 quotes received for first aid support for the Music festival (up to 2000 people):

Quote 1 £600 1 x paramedics and 4 x FREC level 3 staff.

Quote 2 approx. £308 + VAT for 2 first aiders and 1 advanced first aider – FREC level 3.

Quote 3 £404 – 3 First Responders at FREC level 3 or 4 and a full medical kit.

It was moved by Cllr Gilbody, seconded by Cllr Beckett, and **RESOLVED** unanimously to accept quote 2 for approx. £308 from St Johns Ambulance, but if they cannot confirm then to accept quote 3.

EC0105 To consider the music festival security quote of £550 to provide 3 staff until 5.30pm and then an additional 2 staff until 9.30pm.

It was moved by Cllr Wood, seconded by Cllr Varney, and **RESOLVED** unanimously to approve the quote from Overwatch Security to provide 3 staff until 5.30pm and then an additional 2 staff until 9.30pm for £500

EC0106 To consider food vendors for the music festival and BDC Environmental Health requirements.

Previously discussed.

EC0108 To consider skip and toilet hire and associated costings for the music festival.

ACTION: W Kingscott to seek a quote for 4 toilets and a disabled toilet. L Kingscott to be asked about the possibility of a skip.

EC0109 To consider marketing of the music festival/local business sponsorship opportunities and an events programme

It was **agreed** to contact local business' and ask if they would like to have an advert in a Music Festival programme with the following costs:

¼ page £25.

½ page £50.

Full page £100.

ACTION: Comms and Projects Officer to action.

EC0110 To note a Temporary Event Notice application was made for the Music Festival on the 15/01/2025.

Noted.

The Clerk confirmed she would contact BDC regarding transferring the TEN application into Cllr Gilbody's name

EC0111 To consider the Music Festival site plan

It was agreed to have a site meeting at 2pm on Wednesday 5th March on the Shetland Road Sports Ground.

EC0112 To review and consider the requirements of the Music Festival Risk Assessments.

The Clerk has started completing the Event Risk Assessment form supplied by BDC and once completed this document will need to be referred to the council's insurance company due to the event being expected to attract over 1000 people.

The Clerk is currently waiting for advice from the Environmental Protection Team (noise control) as per the risk assessment requirements.

The Clerk has also started completing the following forms supplied by BDC:

- Fire risk assessment
- Public Food and Drink Vendors form
- Public Event Attractions and Entertainment form.

EC0113 To note an update on the Music Festival Event Management Plan required by BDC.

The Clerk has started completing the Event Management Plan document supplied by BDC – the completed plan must be returned to BDC and approved before a TEN will be authorised. The plan requires details of caterers, which must also be shared with BDC Env Health team.

EC0114 To consider a St George's Day event.

Various ideas were discussed.

It was moved by Cllr Wood, seconded by Cllr Beckett, and **RESOLVED** unanimously to hold the following event on Saturday 26th April 2025:

- A 'pubathon' and quiz
- To serve pie and peas
- £5 a ticket.
- 7pm to 11pm.
- Over 18's only.
- S Wood to provide music.
- Cllr Wood to provide bunting and flags.

ACTION: Comms and Projects Officer to design a poster and tickets.

EC0115 To confirm date and time of next meeting.

25th March 2025 at 7pm.

Meeting closed at 8.40pm.