

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

Minutes

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

Community Representatives: D Gibb, L Lloyd, and C Whitehead.

In attendance: R Tattershaw – Parish Clerk.

EC0116 To receive apologies for absence.

Apologies received from Cllr M Ward, Cllr L Kingscott, W Kingscott and Z Redfern.

EC0117 Declaration of Members' Interests.

None received.

EC0118 Requests for Dispensations

None received.

EC0119 Public Speaking

Cllr Wood ask to confirm there would be a microphone available at the Music Festival – confirmed by Cllr Gilbody.

EC0120 Confidential items

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

EC0121 To approve the minutes of the Events Committee Meeting held 25th February 2025.

It was moved by Cllr Beckett, seconded by Cllr Wood, and **RESOLVED** unanimously to approve the minutes with the amendment that L Lloyd was present at the meeting.

EC0122 To review the VE Day event schedule and confirm volunteers.

The following actions were moved by Cllr Beckett, seconded by Cllr Gilbody, and **RESOLVED** unanimously:

- a) To charge £1 for tickets for entry to the 80's disco and limit numbers to 100.
- b) To delegate the purchase of disco items to the Clerk and Cllr Wood.
- c) There would be the sale of tuck shop items and hotdogs.

EC0123 To consider a quote for security at the firework display.

It was agreed the Clerk would seek a further quote for the next meeting.

EC0124 To review the Music Festival event and any associated costings including but not limited to:

a) To approve the stage/PA system and generator are booked at a cost of £2695.00.

It was moved by Cllr Beckett, seconded by Cllr Wood, and **RESOLVED** unanimously to approve the quote for the stage/PA system and generator £2695.00.

b) To approve toilet hire is booked at a cost of £420.00.

It was moved by Cllr Wood, seconded by Cllr Varney, and **RESOLVED** unanimously to approve the quote for toilet hire of £420.00.

c) To approve acts booked at cost of £1125.00.

It was moved by Cllr Wood, seconded by Cllr Varney, and **RESOLVED** unanimously to approve the acts at a cost of £1125.00.

d) To note First aid booked at a cost of £404.00.

Noted.

e) To note the free hire of a skip.

Noted.

f) To confirm stalls and associated income.

Cllr Beckett confirmed forms had been sent to stall holders and they had been asked to return them to herself or the Clerk with a copy of their Public Liability insurance. Craft stalls would be charged at £15.00.

g) To confirm food vendors and meeting Env. Health requirements.

Cllr Beckett is awaiting confirmation from pizza, burger, and vegan food vendors. The fee will be £50.

h) To confirm attractions/ BDC requirements / insurance requirements.

Cllr Beckett is awaiting confirmation on the attractions. The Clerk confirmed all attractions would require Public Liability insurance and all details were required by BDC before a TEN would be issued.

i) To approve the site plan.

It was moved by Cllr Wood, seconded by Cllr Gilbody, and **RESOLVED** unanimously to approve the site plan.

j) To note an update on the event marketing.

The following was agreed:

- To publicise the event as soon as possible.
- The poster requires details in regard to the PSPO – Clerk to confirm with the CPO.
- The final poster to be approved by Cllr Gilbody and Cllr Beckett.
- The CPO to follow up via telephone the business offer letter re programme adverts.
- Cllr Gilbody to provide the CPO with biography information on the acts for the programme.
- It was agreed to hold a raffle. Cllr Beckett to order raffle tickets and the CPO to circulate a list of businesses for committee members to follow up to request raffle prizes.

EC0125 To review the St Georges Day event, associated costings and confirm volunteers.

The following was agreed:

- Poster and tickets completed.
- Poster to be amended to advertise as a Village Hall event.
- To be promoted via Facebook.
- Ticket fee of £5.00 including a pie and peas.
- Minimum of 40 ticket sales required by Tuesday 22nd April 2025.

EC0126 To confirm date and time of next meeting.

Tuesday 29th April 2025 at 6pm.

Meeting closed at 8.25pm.