

**Minutes of the meeting of the Events Committee of Tibshelf Parish Council held
on Tuesday 3rd June 2025 at 6.30pm in Tibshelf Village Hall**

Minutes

Members Present: Cllr J Gilbody (Chair), Cllr A Beckett, Cllr S Wood (Vice Chair)
and Cllr L Kingscott.

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

In attendance: 2 Members of the public, Cllr H Varney, and R Tattershaw – Parish Clerk.

Absent: Cllr R Vaughan.

EC0140 To elect a Chair for the forthcoming year.

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

EC0141 To elect a Vice Chair for the forthcoming year.

Cllr Gilbody nominated Cllr Wood, seconded by Cllr Beckett.
A vote was taken: All in favour.

EC0142 To receive apologies for absence.

None received.

EC0143 Declaration of Members' Interests.

None received.

EC0144 Requests for Dispensations

None received.

EC0145 Public Speaking

Committee members were informed that 1 of the 3 Elvis tribute acts has dropped out for the upcoming tribute night. Members felt this would not affect the event.

The suggestion of a professional photographer for parish events was raised. This is to be placed on the next agenda for discussion.

EC0146 Confidential items

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

EC0147 To consider co-option of community representatives onto the Events Committee.

It was moved by Cllr Beckett, seconded by Wood, and **RESOLVED** unanimously that L Lloyd, Z Redfern, D Gibb, and C Whitehead be co-opted onto the Events Committee.

EC0148 To approve the draft minutes of the Events Committee Meeting held 29th April 2025.

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

EC0149 To review the Music Festival event and any associated costings.

a) To note confirmed food vendors, stalls, inflatables, and entertainers.

The Clerk updated:

- 4 food vendors and an ice cream van were confirmed. Paperwork has been received and NE Derbyshire Env Health informed of the details.
- 4 stalls had confirmed, and paperwork has been received.
- S Renshaw had confirmed the bouncy castle and paperwork has been received.
- BDC will be bringing a free climbing wall as part of the Pleasley Vale package purchased this year.

b) To confirm the shooting bus risk assessment.

It was agreed Z Redfern to follow up and forward to the Clerk.

c) To confirm raffle prizes.

A Beckett is sourcing raffle prizes. They can be delivered to her house of the parish office.

d) To confirm traffic management at the event and set-up times.

It was agreed that once stalls holders, food vendors and the bouncy castle were on the sports ground the field gates would remain open for attendees on foot, but they would require manning to ensure no vehicles come onto the ground – Clerk to inform Overwatch Security to monitor the field gates. Attendees will be informed to arrive on foot to the event via social media.

Set-up times:

- Stage – Friday 20th June 12 noon
- Toilets – Saturday 21st June 10.00a.m.
- The Clerk to confirm bar set up time.

Collection times:

- Stage – Sunday 22nd June – Cllr Gilbody to organise access.
- Toilets – Monday 23rd June – Rangers to organise access.

6.55pm Cllr L Kingscott arrived.

e) Social Media

It was agreed to have a 7-day countdown on social media for the event – Comms and Projects Officer to action.

f) Skip

Cllr Kingscott agreed to arrange the skip delivery and collection.

g) To confirm volunteer roles and responsibilities.

- Clerk and W Kingscott – opening the field at 9.30a.m, co-ordinating delivery of toilets, bar, food vendors, stall holders and marshalling.
- Cllr Gilbody – stage and acts.
- C Whitehead – stage and compare management and marshalling.
- L Lloyd – tea/coffee tent and marshalling
- Z Redfern – marshalling at the entrance with Overwatch Security
- Cllr S Wood – lost children and kids activities tent
- Cllr L Kingscott, Cllr Beckett, Cllr Varney and D Gibb rotating on raffle ticket sales, litter picking and marshalling.

All volunteers will be wearing hi viz vests and 6 walkie talkies will be distributed on the day.

h) To confirm keyholders and Clerk handover at 5pm on the day.

It was agreed that as the Clerk will be leaving the event at 5pm the main set of keys would be passed to Cllr Beckett.

Keys arrangements:

- Clerk - full set for field and pavilion
- Cllr Gilbody – field gate, pavilion gate and changing rooms.

i) To note confirmation of the Temporary Event Notice.

The Clerk confirmed receipt of the licence which covers entertainment and sale of alcohol. A copy will be held by Cllr Gilbody at the event.

j) To note a Public Liability Insurance update.

Cllr Gilbody agreed to follow up Little Rock's PL insurance.

k) Toilets

It was agreed Cllr Beckett will purchase toilet rolls - they will need to be replenished during the event.

l) Site risk assessment

It was agreed Cllr Beckett, Cllr Gilbody and Z Redfern would meet on Friday 20th June to undertake a site risk assessment of the ground conditions.

m) To review and confirm the Event Management Plan.

The Event Management Plan was reviewed. It was agreed that from previous experience of events a rope would not be required around the bar area.

n) To review and confirm the Risk Assessment review.

The risk assessments were reviewed.

Fire risk assessment

It was agreed to use the speaker system to remind attendees about the safe disposal of cigarettes – fire risk assessment to be updated by the Clerk.

Event risk assessment

It was agreed to include Cllr Beckett as one of the main contacts for the emergency services alongside Cllr Gilbody and the Clerk.

Cllr Gilbody signed the Event Risk Assessment.

The Clerk to send copies to all volunteers.

o) Programme review

The draft event programme was reviewed and amendments agreed – Clerk to communicate to Comms and Projects Officer.

It was agreed to purchase 10000 programmes at a cost of £219.00.

EC0150 To confirm date and time of next meeting.

Tuesday 29th July at 7pm.

Meeting closed at 7.28pm.