TIBSHELF Parish Council

at110 High Street, Tibshelf, Derbyshire,
DE55 5NU Tel: 01773 875093

Minutes of the Events Committee Meeting 06/26 held on Tuesday 13th October 2026

Councillors Present: Cllrs J Gilbody (Chair), H Varney (vice-chair), A Beckett and Sue Wood.

In attendance: Mrs G Culverwell (Parish Clerk & RFO)

Community Representatives: D Gibb, L Loyd, W Kingscott, Z Redfern and S Wood.

1 member of the public

06-26.1 **Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.**
None received

06-26.2 **Receipt of any Declaration of Members Interests under the Localism Act 2011**
Cllr Wood declared an interest in item 11.
No other new declarations.

06-26.3 **Minutes of the Events Committee Meeting held 15th September 2026 to be approved.**
It was **Resolved** to accept the minutes of the Events Committee Meeting held on the 15th September 2026 as a true record of the meeting and were signed as the Minutes of that meeting accordingly.

06-26.4 **Public Speaking**
(A period of not more than fifteen minutes will be made available for members of the public and Members of the Council to comment on any matter).
Member of the public, observer only for the remembrance parade and service arrangements.

06-26.5 **Correspondence and Clerks Items.**

Actions from last meeting

Item No:	Action	Allocated to	Date to be completed by
05-26.07	Football Club at the back of the hall to be notified of firework display date.	Clerk	Completed
	Prune the car park bushes overlooking the field for the firework display.	Ranger	Completed
	Investigate the cost of another card machine.	Admin Assistant	Competed -Item 15
	Organise the leader of the Remembrance Parade.	Clerk	Completed
	To plan the roll call for Remembrance Day.	Cllr Wood	Completed

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	Collate the stall applicants/advertise event for the Christmas Fayre.	CPO	Completed
	Organise Santa for the Lights switch on.	Clerk	Completed
	Check Christmas presents ready for the lights switch on.	Clerk	Completed Some presents found.
	Programmes to be compiled for the Carol Concert.	CPO	As soon as possible

06-26.6 Chairs Items.

No Chair items.

06-26.07 Consider procedures for booking stalls for events including process for authorising appropriate stalls.

The Clerk requested clarity regarding the criteria for stall applications. Members would like to employ a first-come first-served system and to ensure that there is a variety of stalls with no more than 2 the same if possible. Once the capacity for the hall is reached then the list of stall holders would be noted by the committee at the next meeting. It was mentioned that Facebook advertising seemed sufficient to gain a varied selection of stalls.

It was **Resolved** to give authority to the Clerk to decide which stalls to include at events and to present the list to the Committee at the next available meeting.

06-26.08 Review and approve the Firework Display Event Management Plan

Cllr Gilbody read out the Events Management Plan for the Firework Display taking place on Friday 6th November. The Exit and Entrance gates would be (looking at the Village Hall from the front) Entrance on the Right and Exit on the left. Confirmation regarding the scouts providing first aid was received. Cllr Varney mentioned that there was likely to be more volunteers from the Neighbourhood Watch to help. The CPO to readvertise the event highlighting that the event is free with refreshments available plus a reminder of no smoking, no alcohol and no sparklers. The Clerk to register the event on DCC Derbyshire prepared website.

It was **Resolved** to confirm with Scouts they are providing first aid.
It was **Resolved** CPO to advertise the event highlighting that the event is free with refreshments available plus a reminder of no smoking, no alcohol and no sparklers.
It was **Resolved** to approve the Event Management Plan and to register with the DCC Derbyshire prepared website.

06-26.09 Review and approve the Firework Display Risk Assessment.

It was **Resolved** to approve the Firework Display Risk Assessment.

06-26.10 Review and approve the Remembrance Day Parade Risk Assessment

Members confirmed arrangements would be in place for the side road barriers to be installed and requested the CPO to organise the road signs giving notice of the event and roadblock to residents.

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It was **Resolved** to approve the Remembrance Day Parade Risk Assessment.

06-26.11 Review and approve any updates for the following events: Firework Display, Remembrance Parade, Christmas Craft Fayre to include approval of the stall list one being a promotional stall. Christmas Lights switch on, Christmas Carol Concert, New Years Eve

Firework Display

Ops security required questions to be answered prior to their attendance on 6th November.
Plenty of volunteers will be available to assist.
There would be no requirement for the presence of a dog.
Volunteers in Hi Viz jackets would assist in directing public to the zebra crossing when crossing the road after the display has finished.
The food orders were finalised. Cllr Gilbody would investigate if Co-op would consider donating cobs for the event. The tuck-shop will be available with glow sticks for sale.
Members would like charity buckets to accept donations to be available at every event.

It was **Resolved** to purchase 6 Charity buckets for future use

Remembrance Day Parade

The soldier silhouettes to be examined and refurbished, if necessary, time allowing.
The Remembrance poppies would be installed by volunteers. Members would like the poppies to he higher up the lamppost than can be achieved by standing on the ground not using a ladder, therefore volunteers offer to install the Poppies was accepted. A volunteer was assigned to do the reading at the church service. Cllr Gilbody would confirm if the pub will do Teas and Coffees

Christmas Craft Fayre

Members agreed to all the stalls except a utilities warehouse promotion, it was felt that this was not in the intended spirit of the event. Cllr Beckett suggested that at lease another 5 tables could be accommodated into the Village Hall, however any more stall holders would need to bring their own tables. The banner advertising the Christmas Fayre needed replacing at a cost of £49.88 which included delivery.

Christmas Light Switch on

The Clerk reported the number of remaining presents and requested what members would like to purchase to increase presents -more books. Selection boxes would be obtained by Cllr Wood. Cllr Beckett would provide refreshments for the event. Cllr Beckett would provide refreshments for the event. The band had confirmed attendance for Carols around the Christmas tree.
A gazebo would be required for Santa. Members would like businesses to be approached regarding donating towards the Christmas Switch on.

Christmas Carol Concert

The CPO to contact Cllr Gilbody to sign off the Christmas Carol Concert programme.
Mince pies, teas, and coffees to be taken to the Church.

New Years Eve Party

The risk assessment needs to be confirmed, the public liability Insurance is in place.
The CPO to advertise on social media along with all other events. Flyers go onto notice boards.

It was **Resolved** to ask the ranger and Cllr Vaughan to erect the silhouettes.

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It was **Resolved** to allow volunteers to install the poppies on the village lampposts
It was **Resolved** to purchase a new Christmas Fayre advertising banner at £49.88
It was **Resolved** to approach businesses for a donation towards the Christmas switch on.
It was **Resolved** to sign off the Carol Concert Programme in readiness for the event.

06-26.12 Receive and approve quote for the array system to include stage, sound and lighting at a cost of £2970 for Tibfest 2027.

It was **Resolved** to accept the quote of £2970 to supply staging, sound (Line array speaker system) and lights at Tibfest, the music festival being held on 19th June 2027.

06-26.13 Consider a murder mystery event and agree administrative processes.

Members discussed the murder mystery event and were keen to book a diary entry. It ws undecided if volunteers or professional actors would produce the best outcome and that the cost would determine the choice. D Gibb and Cllr Beckett would investigate pricing and discuss after Christmas.

06-26.14 Consider any future fundraising events

Quiz night (possibly 20th November) to be confirmed.
70's night, Elvis and Billy Furry evening, Open mike night and a Race night were suggested.
To be included on the post-Christmas Agenda.

06-26.15 Consider ordering a second card machine at a cost of (£1 for 6 months then £9.99 thereafter)

Further information regarding the length of the contract would be required. It was deemed necessary to acquire another card payment machine in time for the fireworks display night on 6th November. Alternatively to investigate if an app on a mobile phone was an option.

It was **Resolved** to approve the contract initially for the first 6 months if acceptable.

06-26.16 Exclusion of public and press.

To exclude the public & press, in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, by reason of the confidential nature of the following business.

None

06-26.17 Confirm date and time of next meeting.

3rd November 2026 at 6pm

Actions from this meeting

Item No:	Action	Allocated to	Date to be completed by
06-26.07	The Clerk to authorise the selection of stalls at events	Clerk	On going
06-26.08	Confirmation received that Scouts would provide First Aid st the fireworks display.		
	Readvertising the Firework display.	CPO	Immediately
	Register the event with DCC Derbyshire prepared website	Clerk	Immediately

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06-26.10	Side road barriers to be installed prior to the parade. CPO to organise the road signs giving notice of the event and roadblock.	Z Redfern CPO	8th November Immediately
06-26.11	Purchase 6 charity buckets To confirm if the pub will do Teas and Coffees on Remembrance Day Erect Soldier silhouettes Install Poppies on lampposts throughout the Village To confirm if the pub will do Teas and Coffees Order a new Christmas Fayre advertising banner Approach businesses for a donation towards the Christmas switch on	Clerk Cllr Gilbody Ranger/ Cllr Vaughan 2 x Volunteers Cllr Gilbody CPO CPO	Asap Asap Asap Asap Asap Asap
06-26.12	Accept the quote of £2970 to supply staging, sound (Line array speaker system)	Clerk	immediately
06-26.13	approve the contract initially for the first 6 months	Administration Assistant	Asap

Meeting finished 19.45 pm

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