

# Wickersley Parish Council

## Minutes of the Events Committee Meeting

Tuesday 28<sup>th</sup> March at 2.00pm held at Wickersley Community Centre

Members : (Acting Chair) C Grimes, B McNeely, P Beighton, J Robinson, E Boswell

In attendance: C Grimes, P Beighton, J Robinson, E Boswell

In attendance: J Whitworth (Assistant Clerk), Sharon Fletcher (temporary Assistant Clerk)

The Chair welcomed all the attendees.

**204 To receive apologies for absence**

Apologies were received from Cllr McNeely.

**205 To approve minutes of last meeting held on 28<sup>th</sup> February 2023**

The minutes were agreed.

**206 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under the Public Bodies (Admission to Meetings) Act 1960, S1 (2)**

There are no members of the public or press present.

**207 To note any matters arriving from the meeting of 28<sup>th</sup> February 2023**

Discussion took place regarding Cllr Ellis' resignation and Cllrs Grimes and Beighton confirmed they are willing to share the responsibility of chair of Events to get the current events finalised, this was agreed. All other matters arising are to be discussed later on in the meeting and are on as agenda items.

Signed : 

Councillor Pat Beighton

dated : 19/4/23

**208 To receive financial update**

Financial update provided, it was agreed that the remainder of the money Events have in their budget will be spent on The PA system and part payment of the marquees.

**208 To discuss the Picnic in the Park event**

It has been noted that it has been difficult to expect performers to attend free of charge and it was agreed to pay each turn £100 to cover expenses. The order of the performers will need to be put together. There also needs to be a gap, with some music playing, for when the Hurricane plane does the fly by. This is due to take place at 2.48pm. A list of everything that is going on will be needed for the compere.

It was suggested to meet up with Gail from the Gaslamp to discuss matters with her, assistant clerk to arrange to meet up with her with Cllr Grimes and Beighton.

It was discussed about who we could get to open and close the event. Assistant clerk had messaged Dean Andrews but hadn't received a response. Assistant clerk was aware that Cllr McNeely had tried to speak to The Beast, Mark Labbett, but there was no update on this. Suggestions were made to ask John Heeley MP or Cllr Barber. We could ask the compere or final performer to formally close the event.

The temporary assistant clerk has been assisting with the organisation of the event and will be contacting stall holders and has prepared other documents.

Discussion took place about the site and it was agreed to have a further site visit on Tuesday 4<sup>th</sup> April at 10am. A plan of the site will need to be done.

The bowling club are going to be putting an activity day on and have agreed to let us use their facilities to get water for Winthrop.

The caretaker has been trying to get the generator to work but has not been able to get it working. A generator is needed for Winthrop, this will be around £100 and it was suggested to see whether Winthrop would be willing to fund this generator. In addition do Winthrop have water carriers to use to carry the water. The scouts have been approached to see if they will assist but no reply has been received.

Gazebos were discussed as the 2 we have are both broken. A claim has been put in to the insurance company but at the present time we don't know how quick this will be settled. This is to be discussed at the next meeting as it might be that we need to hire them.

The tasks on the day document was gone through. It was also agreed to have no vehicle movement after 10.15am and to leave by 4.30pm Any stall holders who have to leave early will have to park elsewhere and not within the park.

It was asked whether there has been much uptake on volunteers, so far there was 6 councillors and possibly 8 non councillors, including the handymen who could assist for a few hours and the caretakers. It was suggested that maybe the army cadets or the RAF

Signed : 

Councillor Pat Beighton

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cadets could be contacted to see if they could help at all. Cllr Grimes will ask for this to go on the next parish agenda.

Other tasks include dismantling gazebos, escorting all vehicles off site.

The list of tasks to be done prior to the day was gone through and also the items needed.

Decorations were discussed and there are various signs needed namely a Parish Council sign, exit signs which need to be put in the marquee, these will need laminating with holes punched in them. Bunting will be needed for decorating the marquees, parish gazebo etc.

There has been a letter prepared which was agreed, this is to be hand delivered to the local residents nearer the date. These can be printed off and be ready to be delivered. All residents should have received their newsletter so will be aware of the event.

**Action: Assistant clerk to put together order of performance and note of what is happening throughout the day. To arrange to meet Gail from the Gaslamp. To arrange for somebody to open the event. To liaise with stall holders. To prepare a plan of the site. To contact Winthrop with regards the water carriers and the generator. To look into the price to hire 2 gazebos. To contact Army and RAF cadets to see if they wish to help. To purchase decorations and other items from the items needed list.**

**203 To discuss the Easter event**

This is an event which has always been run by P Thirlwall and S Ellis, there is no template for this. Discussions took place about what to do for the event and it was agreed to write the words Easter egg on laminated paper and put these up in the woods, also it was agreed to put numbers on the posters so that the children could write down which ones they find and possibly do a sum with the numbers, add them all up. We will need some sheets printing off for the children to complete and some pencils, we will also need some string to tie up the notices. Woodland had some funds left in their events budget so will use it for purchasing some extra eggs.

**Action : Assistant clerk to prepare the Easter Egg letters, to purchase some string and pencils and to print out a sheet to give to the children for their hunt. Also to prepare and answer sheet.**

**Date of next meeting 18 April 2023**

Signed :



Councillor Pat Beighton

dated : 19/4/23

