



## Minutes of the Events Committee Meeting

Tuesday 23<sup>rd</sup> July 2024 6.30 pm held at Wickersley Community Centre

Members : Chair Cllr P Beighton, Cllr A Bates, Cllr C Grimes, Cllr H Pacey, Cllr G Pacey,  
Cllr J Robinson

In attendance: Cllrs P Beighton, Cllr A Bates, Cllr C Grimes, Cllr H Pacey, Cllr G Pacey,  
Cllr J Robinson

Also in attendance: J Whitworth (Assistant Clerk), M Goodge

The Chair welcomed all the attendees.

**262 To receive apologies for absence**

No apologies.

**263 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 Public Bodies (Admission to Meetings) Act 1960, S1 (2)**

There are no matters to be excluded.

**264 To elect the Vice-Chair of the committee**

Cllr H Pacey put herself forward for vice chair and this was seconded by Cllr Robinson and all the committee agreed.

**265 To approve the minutes of the meeting of 23<sup>rd</sup> April 2024**

The minutes were approved.

**266 To note any issues arising from the meeting of 23 April 2024**

Signed :

Councillor Pat Beighton

dated :

10/9/24



Cllr Bates raised the issue of a gas powered beacon and said that a taller one would be available. Also suggest that any beacon could be placed at Bob Mason and asked that this not be ruled out. Cllr G Pacey suggested that this is something to be discussed in the future to be linked with a future event.

**267 To note any issues arising from members of the public in attendance,**

There are no members of the public present.

**268 To consider community matters from Councillors**

Cllr Bates suggested having a Gala in 2025 and for this to be put as an agenda item for the next meeting. It was agreed that this be put onto the agenda for the September meeting. Cllr H Pacey asked about suggestions for any other events like the scarecrows, this is another item to be put onto the September agenda. It was suggested that the business plan be discussed at the next meeting, this is to be put onto the agenda.

**Action: Assistant Clerk to put the gala, other events and also the business plan onto Septembers agenda**

**269 To receive financial update**

Event Income & Donations	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Events</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
Events inc. Christmas Lights	£100.14	£8,899.86	£9,000.00	£9,000.00	£0.00
<b>Total Events</b>	<b>£100.14</b>	<b>£8,899.86</b>	<b>£9,000.00</b>	<b>£9,000.00</b>	<b>£0.00</b>

Financial update provided and agreed. The committee has a £2,000 reduction this financial year. Cllr Bates also suggested that there should be a separate budget for lighting and a separate events budget. Assistant Clerk was asked to put this onto the next agenda meeting due to the suggestion of having a gala in 2025.

**Action: Assistant Clerk to ensure that budgets are put on the next agenda**

**270 To discuss and agree Terms of Reference**

Cllr G Pacey proposed this and all the committee agreed the terms of reference.

**271 To discuss 2024 Christmas Lights Switch on Event**

The lighting contractor was discussed and it was proposed by Cllr G Pacey to look for other quotations, this was seconded by Cllr H Pacey and the committee agreed.

Signed :

Councillor Pat Beighton

dated :





Discussions then took place about charging stallholders, suggestions of a refundable deposit, a blanket cost per stall, Cllr Grimes informed the committee that no charge is made and donations are asked for which the majority of stalls do donate, Cllr Pacey proposed to leave it as it is for this year, Cllr Grimes seconded this and all the committee agreed.

Discussions took place about the parish council possibly having a stall selling light up items, Cllr Bates volunteered to look into obtaining some light up items and report back to the committee.

The tea and coffee sales were discussed and Cllr Grimes proposed to ask Winthrop if they would like to sell the tea and coffee, this was seconded by Cllr G Pacey and all were in agreement.

The Christmas tree was discussed, more information is provided by RMBC closer to the time about sizes and prices. The committee also agreed to have a small tree put in at the Tanyard for the children to decorate.

The committee were happy with the entertainment and the suggestion of first having a performer, then have the lights switch on, and after the switch on have another performer and perhaps play some Christmas music where there are gaps.

Event marshalls were discussed, we usually have 2 marshalls. Cllr Bates proposed to ask the advice of the company, Cllr Grimes seconded this and all were in favour.

Discussions took place about the methodist church and it was decided it would not be appropriate to approach them to see if the entertainment could be put on their car park.

The committee are happy with the fair who bring the small children's ride as they have attended previously.

Discussions took place about the possibility of opening the bar, Cllr Bates proposed to try this, Cllr H Pacey seconded this and all agreed.

Cllr Bates informed the committee that RMBC rent out gazebos. At the present time stall holders bring their own. It was suggested that when stall holders are being contacted that they be told that they are responsible for their own gazebo and should have the appropriate weights to anchor them down.

Cllr Bates suggested that the gazebos shouldn't be fastened together. Also cars should not be using hazards as they cannot then use indicators.

The storyteller was discussed, it was decided to ask the library to come up with suggestions, this was proposed by Cllr G Pacey, seconded by Cllr H Pacey and all agreed.

Cllr Grimes suggested that we go to the 2 local primary schools to ask a student from each to turn the lights on.

Signed :

A handwritten signature in blue ink that reads 'Pat Beighton'.

Councillor Pat Beighton

dated :

A handwritten date in blue ink that reads '10/19/24'.

It was suggested to ask the Chair of the Council to open the event.

**Action:**

1. Assistant Clerk to look at alternative quotations for the electrical contractor.
2. Cllr Bates to look at light up items.
3. Assistant Clerk to check whether Winthrop Gardens want to sell the tea and coffee.
4. Assistant Clerk to contact the event marshalls for advice about how many marshalls would be required.
5. Assistant Clerk to book the fair.
6. Assistant Clerk to check whether the bar steward would like to open the bar for the event.
7. Assistant Clerk to ensure that it is noted on the note given to the stall holders checking they have the necessary weights for their gazebos and confirming they are responsible for their own gazebos.
8. Assistant Clerk to speak with the library.
9. Assistant Clerk to contact the 2 local primary schools to choose a student from each school to switch on the lights.
10. Assistant Clerk to ask the Chair if he would like to open the event.

**272 Proposed 2024 meeting dates**

These dates were agreed (all 6.30pm)

10 September 2024

22 October 2024

10 December 2024

Signed :

Councillor Pat Beighton

dated :