

# Wickersley Parish Council

## Minutes of the Events Committee Meeting

Tuesday 1<sup>st</sup> November 2022 @2.00pm held at Wickersley Community Centre

Members : Cllr S Ellis (Chairperson), P Thirlwall, C Grimes, B McNeely, P Beighton, J Robinson

In attendance: Cllr S Ellis, P Thirlwall, C Grimes, B McNeely, P Beighton, J Robinson

In attendance: J Whitworth (Assistant Clerk)

The Chair welcomed all the attendees

**178 To receive apologies for absence**

No apologies

**179 To approve minutes of the last meeting held on 11<sup>th</sup> October 2022**

Minutes approved

**180 To note any issues from members of the public in attendance**

No members of the public are in attendance

**181 To receive financial update**

Went through the sheet, at the present time there is £3468.37 left in the budget

**Action: Assistant Clerk to ensure all items are on the list**

**182 To update on events**

**182.1 Lantern Walk debrief**

This event was very well attended this year and it was estimates over 1,000 people attended. Over 300 lights were handed out and there was a lot of families. It would help next year if the foam lights were already unpackaged and ready to hand out. The issue of people attending with dogs was brought up and it had been noted that some people were letting their dogs do their business then not cleaning it up. It was suggested to put on the poster for people to not bring their dogs as it isn't

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appropriate. More glass jars are needed and more tea lights. It was discussed about asking local schools to decorate the jam jars next year. Due to the amount of people it was difficult to hear the entertainer so more powerful speakers are needed. A suggestion was made about buying a trolley to put items in as they are heavy, this needs to be a trolley that can withstand the terrain in the wood. The committee was grateful to all the volunteers but next year more volunteers will be needed if this amount of people attend. A suggestion of at least 8 volunteers will be needed. Consideration was given to whether a lost children policy was needed and whether there should be a first aider present and make sure that the liability insurance covers the event. It was suggested that some form of banner be purchased to display at events which says Wickersley Parish Council on it, assistant clerk to look into this and to be put on the agenda for the next meeting. Neighbours will need to be told, the ones who live adjacent to the wood and the ones in the Chapel.

**Action : Assistant Clerk to look at the cost of a trolley, to amend the event template, the look at the banner options**

### **182.2 Scarecrows**

There was 8 volunteers at this event and it ran smoothly and was well attended. It was noted that the poster needs to be more specific about the car park location. This event is to be kept at Warren Road car park and to just be for the 1 day for 2 hours. A letter to be sent to the farmer thanking him. The bags were very big and next year either have smaller bags or put less straw in them.

### **183 To discuss Christmas lights switch on event taking place on 19 November 2022**

**Tree** This should be with us around 11 November.

**Lighting Contractor** Due to start installing the lights on 7 November with 2 weeks set aside to do them.

**Market Licence** We have been granted this.

**Road closure licence** This has been received.

**Road closure operative** These have been booked.

**Temporary events licence** Applied for and chased and should be with us by early next week (w/c 7 November).

**Events licence** Applied for and chased should be with us early next week (w/c 7 November).

**Entertainment** All booked.

**First Aid Operatives** Booked St Johns Ambulance.

**Event Marshalls** These have been booked.

**YAS assurance form** This has been done.

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**SYP / Fire Service / Ambulance Service** All have been informed, they will be reminded next week (w/c 7 November).

**Methodist Church** They asked for 3 or 4 stalls inside which has been done, 3 stalls to go on the grass and santa in the car park.

**Father Christmas** Lions are booked.

**Stall Holders** All sorted, event pack is ready. Stalls will be allocated on arrival in numerical order apart from the ones in the Community Centre, Methodist Church and on the Methodist Church grassed area.

**Additional car parking** The Blessed Trinity Church are happy for us to use their car park, assistant clerk has spoken to the Doctors surgery but has been given a number to call to confirm.

**Neighbour notifications** all posted.

**Fair Ride** All sorted.

**Tea/coffee** This has been arranged.

**Burrows Toyota** The Chair will arrange to speak to them to see if they would like to be involved, to see if they are having lights this year also.

**Risk Assessment** This has been done and is in the file.

**Lost children policy** This has been done and is in the file.

**Public liability insurance (ours)** this is in the file.

**Cricket Club** They have been spoken to and are happy for us to use their power.

**Light Tokens** These have been purchased but there was an issue, we had purchased 2 sets of 600. One of which hadn't arrived so we received a discount. We now have plenty of light tokens, it was decided to split them so there are some for next year.

**Volunteers/staffing** A document has a list of volunteers on it but tasks need to be allocated.

**Volunteer packs** To be done by assistant clerk.


**Generators / lights for stalls** extra lights have been purchased.

**Bins** Bins were discussed, the assistant clerk is to remind Rotherham Borough Council w/c 14 November.

**Switching on the lights** A discussion about the actual switching on of the lights, it was agreed that we would have 2 children this year, Councillor Thirlwall and Councillor Robinson suggested 2 children and all agreed to see if these children would like to push the plunger to switch on the lights.

**Storyteller** The library had asked about having a storyteller, this would cost £80. It was agreed that we would have a storyteller but the Parish Council could run this.

**Walkie talkies** These will be charged up ready, it was also agreed to share phone numbers.

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**One Way System** It was agreed for there to be a 1 way system in place and the steps closed off.

**Bad weather** In the event of rain the event will still go ahead.

**Action: Assistant clerk to remind the fire service, police and ambulance service, to remind Rotherham Borough Council about the bins, to speak to the Doctors surgery contact to see if we can use the car park. Volunteer task to be completed, to chase up licences and to look at volunteer packs**

**184 To discuss having a Christmas tree at the Tanyard**

We have had response from a couple from Sorby Way who have offered to fund the purchase of a Christmas tree. We have also had a lady phone to confirm she has a tree which needs to be cut down but we can have it. Councillor Thirlwall to look at the tree in the lady's garden to see if it would be suitable.


**185 To discuss the gala for 7 May 2023**

This was taken to full council and agreed for 7 May 2023. We have a quote for marquees, tables, chairs, stage and toilets. Chair agreed this and it was agreed that the deposit could be paid from this years remaining budget. An extra budget will be needed. Entertainment needs booking, Blu Crew, Dinnington Brass Band and also Rotherham Rock Choir

**Action : Assistant clerk to confirm the booking of the marquees and to contact entertainment to ensure they are available to attend.**

**186 To note the next meeting date for 2022**

Next meeting date is 29 November 2022 at 2pm for debrief.

Chairperson .....  ..... Councillor Sue Ellis