

Killamarsh Parish Council

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Draft minutes are subject to approval at the next committee meeting.

Minutes of Meeting of The Events & Communication Committee Held on Monday 19th July 2022 in the Parish Suite at 7pm

Commenced: 19.05pm - Concluded: 20.55pm

Councillors Present: Alex Platts [Chair], Steve Clough, Wendy Tinley

Absent Councillors: Carol Lacey, John Windle, Nick Challenger

Non-Councillors (without voting rights): None appointed

Observing Councillors (not a member of the committee): None present

Officer: Gail Blank and Judy France

Members of the Public: One member of the public was present

EC023 Item 1: Appointment of the Vice Chair

It was agreed that this item should be deferred to a future meeting when more Councillors are present to vote. The Clerk agreed that this was acceptable as there is no requirement to have a Vice Chair on committees.

RESOLVED: That the appointment of the Vice Chair is deferred to the next meeting.

EC024 Item 2: Chairman's Opening Announcements

To receive the Chairman's opening announcements.

Cllr Platts opened the meeting by informing Councillors that the Extreme Wheels programme had been a great success and well received and has now ended. Cllr Platts and Clough had attended numerous sessions and received some valuable feedback from those taking part.

EC025 Item 3: Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

Apologies had been received from Cllrs Challenger, Lacey and Windle and the reasons given excepted.

EC026 Item 4: Declarations of Disclosable Pecuniary and Other Interests

Item 4.1 - To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None declared.

	<p>Item 4.2 - To receive, consider and record Councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.</p> <p>None declared.</p>
EC027	<p>Item 5: Adjournment for Public Participation</p> <p>To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can made be under public participation.</p> <p>No questions or comments raised.</p>
EC028	<p>Item 6: Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</p> <p>To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p>It was agreed that no items required the exclusion of the press and public.</p>
EC029	<p>Item 7: Minutes</p> <p>To review and approve minutes from the previous meeting on Monday 22nd June 2022.</p> <p>RESOLVED:</p> <p>1) That the draft minutes be approved as a true and accurate record. Moved by Cllr Tinley, seconded by Cllr Clough. All in favour.</p>
EC030	<p>Item 8: Parish Suite Refurbishment</p> <p>8.1 To update on current status</p> <p>Following Full Council Meeting on 27th June 2022 Cllr Clough had contacted Seddon’s to proceed with drawing the plans for the refurbishment of the Parish Suite, however to date he still hasn’t been provided with a response. Cllr Clough is now concerned that Seddon’s might not be the right company to deliver the project and suggested that now Parish staff are in place another route may be the appropriate course of action.</p> <p>The Clerk suggested that the Council engage an architect to draw up the plans as per the Councils requirements. The project should then be advertised on Contract Finder as per proper procurement practices. This would also give the Council time to pursue funding avenues. The Clerk recommended that this decision should go to Full Council for their consideration and approval and Councillors agreed. Cllr Platts said getting best value for money is important.</p> <p>8.2 To determine what the next steps are</p> <p>RESOLVED: That an agenda item is added to the next Full Council meeting for Council to consider the next steps.</p>
EC031	<p>Item 9: Community & Activities</p> <p>To discuss plans for future events and activities</p> <p>9.1 Summer Festival 2023</p> <p>The committee discussed the summer festival event and ideas were exchanged:</p> <ul style="list-style-type: none"> - The Summer Festival is to be held on the open space behind the Sports Centre - Date yet to be decided but looking at the weekend either before or after schools break up for the

summer holidays in 2023.

- A vendor fayre with a variety of catering stalls to be situated at the bottom of the field, once the date is decided the Clerk suggested advertising on the Facebook Events Finder page and charging a small fee for each unit to attend.
- The Parish suite to be used as a bar to generate income for the Council
- Look at using the Parish Suite for indoor activities
- Have an outdoor stage for local bands to perform on. The Clerk suggested speaking to the likes of Whiston Parish Council and The Three Magpies who hold annual events with outdoor music for their advice and contacts, Cllr Platts suggested Dronfield and Eckington Councils.
- The Clerk suggested approaching the local radio station to act as host for the day, playing music between bands and informing attendee's what's going off throughout the day. They may also advertise the event on their radio station as part of the agreement.
- Speak to local emergency services to see if they will bring appliances
- Dog show – contact local dog rescue groups to see if they are prepared to run it to help runs for their charity
- Pony rides – contact local stables to see if there is any interest
- Birds of Prey display
- Small Petting zoo – in the Parish Suite or CLOC building
- Car Show – contact Revolution Rides and ask if they are prepared to organise one (as they do for Brinsworth)
- Small children's rides – allocate a small space in the car park if NEDCC approve and charge the company
- Craft stalls, business stalls and charity stalls – charged a nominal fee to attend and bring their own equipment (tables, gazebos etc.)
- Extreme Wheels
- Local groups to put on demonstrations or use CLOC building to put on displays
- Small football tournament for local youth team
- Face painting, magician etc.
- Involve the Sports Centre to provide sporting activities for residents
- Parish Council to use the opportunity to consult with residents on what they want for the village.
- Ask the WI to provide teas and coffees in the Parish Suite

The Clerk suggested that the Council could generate income to cover some of the costs from charging vendors to attend this would offset costs of hiring a stage, first aiders (St Johns ambulance) and any fees charged by the local radio station. Cllr Platts suggested a working budget of £5,000 is allocated to cover the costs of any stage hire and engaging a radio station for the day, which the Clerk agreed would be more than ample especially as some of these costs could be offset by charging stall holders, vendors etc. The Clerk also said the Events & Marketing Manager post would be pivotal to putting this all together.

The Clerk suggested a working party made up of Councillors, staff and residents to drive this event forward and suggested that this be a good way of working together on all events in future. Councillors agreed this was a good idea and the resident in attendance also agreed.

RESOLVED: That the Clerk draw up an action plan with time scales, suggested contacts, budget and job allocations.

RESOLVED: That a date and time is considered and approved at the next meeting so that plans can be put in place.

RESOLVED: To charge stall holders, food vendors and any rides / bouncy cancel providers to generate income.

RESOLVED: That the Clerk and Cllr Platts look at a job description for the Events and Marketing Manager post for the committee to consider before it is presented to Full Council and Health, Safety and Wellbeing committees approve and action.

RESOLVED: That a working party for the Summer Festival 2023 be set up.

9.2 Extreme Wheels winter activities and plans for Spring 2023

Cllr Platts informed Councillors that following the success of the Extreme Wheels programme they would like the Parish Council to consider extending the programme for 2023 to 26 weeks. Cllr Platts informed Councillors that this would cost approximately £7/8,000 and asked the Clerk to check the actual amount. The Clerk suggested that a Big Lottery Awards for All bid for the amount could be made to cover the cost of this activity. In order to secure this the Council needs to make an urgent decision as Extreme Wheels are extremely popular. The Council should be asked to commit to allocating a budget to the project should the funding application not be successful.

A report from Extreme Wheels will be received in September on attendance figures etc. Cllr Platts recommended that this be put to Full Council due to the benefits this programme brings to younger residents, health & wellbeing, engaging young people and reducing anti-social behaviour. He also pointed out that NEDCC will be putting on activities for young people and are keen to work with the Parish Council and Extreme Wheels.

Councillors agreed that the Extreme Wheels programme should form part of the Councils annual activities for younger residents and that a full year programme is recommended to Full Council.

The Clerk agreed to speak to the organiser of Extreme Wheels and obtain more information for the meeting.

RESOLVED: That Full Council are asked to consider approving a grant application to the Big Lottery Awards For All pot and also commit to funding this project within the Parish Council budget should the application be unsuccessful.

9.3 Remembrance Day 2023

Cllr Platts gave the Clerk and Deputy Clerk an update on how the event works and informed them that an event schedule was available for them to follow based on previous years. The schedule includes who needs to be contacted with regards to road closure, who to contact regarding dignitaries, marshalling, refreshment providers and first aiders etc. A drummer is required to keep the procession at the right pace following complaints that it was too quick in the previous year.

Cllr Platts informed the Clerk and Deputy Clerk that there were plastic poppies for lamp posts in the office storage but more would need to be purchased to replace those broken.

The Clerk asked if there were any local knitting groups who could be asked to knit post box toppers and other decorations for the village.

The Clerk suggested involving local schools and cadets etc. in the service and suggested the Council purchase a number of wooden crosses for the schools to decorate and place at the war memorial. Cllr Platts suggested that funding from DCC Leadership Grant maybe available for this.

The office will need to order the Wreath for the Parish Council and any other groups who will need to be invoiced for theirs.

Flyers informing affected residents of road closure timings would also be needed.

RESOLVED: That the Clerk and Deputy Clerk look at the file and start preparing for the 2022 event.
RESOLVED: If required a working party is established to share ideas and workload.

9.4 Christmas Lights & Events

The Parish Council has previously agreed to have the solar light Christmas trees with baubles again from Plantscape with an additional 10 to be ordered so they can be extended across the village, however the additional lamp posts will need testing and permission granted from NEDCC prior to them being installed. The issue of the brightness of the lights was discussed and the Clerk suggested the company are informed of this as they do guarantee they will be bright. Cllr Platts said that an event schedule was available for staff to follow.

2 rooted Christmas trees are to be purchased, one for the precinct and one for outside the Council office, the deputy Clerk is liaising with Hobsons on this.

Cllr Platts added that a sail of lights was needed for the flag pole which the Clerk and Deputy Clerk needed to look into purchasing.

The Clerk suggested battery operated twinkly lights for tree stumps, fencing etc., and maybe a nativity scene in the memorial garden or cemetery.

The Clerk informed Councillors that at her previous Council they had purchased bauble shaped cardboard and handed them out to schools for the children to decorate and enter into a competition.

Cllr Platts informed the Clerks that the idea of an Artisan market in the precinct area had previously been suggested and asked if this could be looked at. He also liked the idea of a brass band playing and an official lights switch on being arranged. It was agreed that a working party be set up to progress these ideas and get quotes.

RESOLVED: That the Deputy Clerk get a quote from Plantscape for the trees

RESOLVED: That a Christmas working party is set up to progress ideas and obtain costs.

9.5 Driver Improvements Events

Cllr Platts gave the background on this event to Councillors. Cllr Clamp works closely with the Institute of Advanced Motoring who would like to provide some free sessions for residents using qualified trainers to give help and advice to drivers. Ideally he would like to use the sports centre car park on a bi monthly basis, preferably starting in August however permission needs to be obtained from NEDCC to cordon off part of the car park, Councillors agreed that it was an excellent idea.

RESOLVED: That NEDCC are contacted with regards to the use of the car park.

Cllr Tinley asked about a Beacon at Highmoor. The Clerk asked whether this would be a permanent structure or just a beacon to hire. Councillors discussed the options and the Clerk informed them that her previous Council had hired them at their fireworks display in lieu of a bonfire. Councillors asked the Clerk for more information on the Fireworks display, the Clerk gave them an update and suggested that Councillors have a look at Brinsworths display and see if it is something they want to consider at a future meeting.

EC032 Item 10: CLOC Building

10.1 To discuss and consider options for the short-term promotion of the CLOC building due to no enquiries form the community for use.

The Deputy Clerk confirmed that there had been no interest in hiring the CLOC building. Councillors agreed that until a decision is made on the future of the CLOC building it needed to be promoted for one off hires. It

was agreed to use the website, newsletter, notice board and Facebook to promote it.

The outstanding meeting regarding the use of the CLOC building for the Ukraine relief charity was discussed and the Deputy Clerk said she would speak to the lady again to arrange it so that the Council could get an idea of their proposal.

The Clerk said it was a nice building and it was a shame it hadn't been available prior to the offices being rented as the space could have been used as office space and meeting rooms.

RESOLVED: That the availability of the CLOC building for hire is promoted.

RESOLVED: That the Deputy Clerk arranges the meeting with the Ukraine relief charity.

EC033 **Item 11: Communications**

11.1 To plan around the content of the next newsletter publication.

The next edition of the newsletter within the Doorsteppa is set to be published and distributed at the end of August / beginning of September.

Cllr Platts said he was happy to pull the articles together for this edition with a view to it being passed on when the Events and Marketing Manager is in post. All articles to be submitted to Cllr Platts for the first week in August.

Articles agreed:

- Jubilee celebrations including school book marks and tree planting
- Cheap family meal idea
- District & local news
- Events – Dates for the Diary
- Chairs letter
- Extreme Wheels programme
- Photo competition
- Introduction to the Clerk
- Introduction to the newest member of the Parish Council
- Thank you to the Wombles
- Tree sapling giveaway
- Section 137 2nd round

Cllr Platts suggested that all Councillors and staff now have their photos taken for the website and offered to bring in his equipment and take them. The Clerk suggested that Councillors could be asked to attend the next Full Council meeting early (26th September 2022) to have their photo taken prior to the meeting.

RESOLVED: That the content of the newsletter is approved.

RESOLVED: That Councillors are asked to attend the Full Council meeting on the 26th September a little earlier so that Cllr Platts can take up to date pictures for the website.

11.2 Website Update

Cllr Platts provided an update. 2commune have been waiting for some artwork which has now been provided and is almost ready to go live. A client meeting needs to be arranged the day prior to the launch of the website and Cllrs Clough, Platts and Tinley to be invited. The template of the new website will be very similar to that of Eckington Parish Council.

The Clerk and Deputy Clerk are to receive training on the website at a cost of £150 plus VAT.

EC034 **Item 12: Any items for discussion for a future agenda**

To notify the Clerk of any matters for inclusion on the agenda of the next meeting.

	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1) To provide an update on the events and activities discussed on 19th July 2022 2) To appoint a Vice Chair for the Committee 3) To review and approve the job description for the Events and Marketing Manager for Full Council consideration
EC035	<p><u>Item 13: Date of the next Committee Meeting</u></p> <p>To note the date of the next Events & Communication committee meeting scheduled for Tuesday 6th September 2022 at 7pm.</p> <p>Working Party meetings to be called as and when required.</p>

These draft minutes were approved as a true record at the Events and Communications Committee meeting held on:

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Signed (Chair): Print: Dated