
MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON TUESDAY 06 SEPTEMBER 2022

Those present :

Chair : Cllr A Platts

Vice-Chair : Cllr N Challenger

Councillors : Cllr S Clough, Cllr C Lacey, Cllr W Tinley, Cllr J Windle

Officers : Mrs G Blank

EC036 Appointment of a Vice Chair

- To elect a Vice Chair to the Events and Communications Committee.

Cllr Tinley nominated Cllr Challenger and Cllr Clough seconded the nomination.

RESOLVED: That Cllr Challenger is elected as Vice Chair of the Events and Communications Committee.

EC037 Chair's Announcements

The Chair had no opening announcement to make.

EC038 Apologies for Absence

There were no apologies to receive.

EC039 Declaration of Disclosable Pecuniary & Other Interests

a) To receive declarations of disclosable pecuniary interests 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

b) To receive, consider and record Councillors requests for dispensation (Section 13 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.

None declared

EC040 Adjournment for Public Participation

There were not questions from members of the public.

EC041 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items considered to require exclusion of the press and public.

EC042 Minutes from the previous meeting

a) To approve the minutes of the meeting held on 19th July 2022.

RESOLVED: That the minutes of the meeting held on the 19th June 2022 are approved as a true and accurate record.

b) To receive any information on ongoing issues not included on the agenda.

There were no ongoing issues to discuss.

EC043 Parish Suite Refurbishment

The Clerk informed Councillors that surveys on the building were scheduled for later this week and that plans are to be drawn in 3 tiers, a basic refresh to get the parish suite reopened, a partial refurbishment and a full refurbishment. The Plans will then be available for Councillors to consider and move on to the next stage.

Cllr Lacey asked if the kitchen was being included in the plans and the Clerk confirmed that it was.

b) To consider and approve any recommendations to Full Council.

At this stage there are no recommendations to make.

EC044 CLOC Building

An EOM of the Full Council has been called to discuss the future use of the CLOC building it was therefore agreed that this item should be deferred.

Cllr Clough and Cllr Lacey asked about the questions raised so far and the Clerk agreed to circulate these to all Councillors.

EC045 Remembrance Sunday

The Clerk had provided an events master plan document prior to the meeting that listed the steps required to organise the event, details, contacts and at what stage the planning was at. Cllrs agreed this was a useful document.

The Clerk informed Councillors that she had a meeting arranged with Rev Helen at the end of the week.

Approval has been given by NEDCC to put the poppies on the lampposts as in previous years, Cllr Challenger asked if putting names of the fallen has been approved. The Clerk said this needed to be completed.

The Clerk asked Cllr Clough if he had ordered the wreaths and lamppost poppies required which he confirmed that he had. Cllr Clough asked Cllr Lacey if a wreath was required for the Labour party, she confirmed that it was.

Councillors were happy with the plans so far and the Clerk agreed to keep them updated on any issues that may arise.

EC046 Christmas Projects

a) To consider and approve the date for the Christmas lights switch on.

Councillors considered the appropriate date.

RESOLVED: That the Christmas Lights switch on is set for the 27th November 2022.

b) To consider and approve the supplier of the Lamppost Christmas trees.

The Clerk updated Councillors that another supplier of lamppost Christmas trees who are NEDCC approved have been identified by the Deputy Clerk. The office is waiting for a quote for the trees and to confirm they have the relevant paperwork required however it is expected that the cost will be significantly lower. The supplier, Hobsons, have provided the trees to Treeton Parish Council in Rotherham last year who have confirmed to the Clerk that they were happy with them. The Clerk

agreed to circulate photos that she had been supplied.

RESOLVED: That the quote from Hobsons is chased and added to the next agenda to be discussed alongside the Plantscape quotation.

Cllr Challenger asked the Clerk about the rooted Christmas trees and asked that one is supplied that wont grow too big. The Clerk informed him that the Deputy Clerk was looking at this and Hobsons were assisting. Cllr Clough asked if a back up plan was in place in case Hobsons cannot get one, the Clerk said she would speak to the Deputy Clerk for the information.

c) To consider and approve the positioning of the lamppost Christmas trees to enable testing works to be completed.

Cllr Platts shared his thoughts on the positioning of the additional trees and Cllr Challenger suggested another site. Councillors agreed that the suggested positions covered the major arterial routes.

RESOLVED: That the Clerk and Cllr Platts plot the lampposts ready for approval at the next Events and Communications meeting.

EC047 Village Festival

a) To consider and approve the date of the Village Festival.

The Clerk suggested that a date in July prior to the school holidays should be considered to maximise attendance.

RESOLVED: That the date of the Village Festival is set for the 15th July 2023.

b) To review and amend the working plan for the Village Festival.

The Clerk provided the village festival master plan prior to the meeting and a recap was provided by Cllr Platts as to what was discussed at the previous meeting for those Councillors who were not in attendance.

Cllr Lacey asked if there was a requirement for a events licence and the Clerk informed her that she was looking at what premises licence the Council currently had and what this covered. If necessary an events licence will be applied for.

Cllr Lacey asked if stall holders would be covered by the licence or if they would need their own. The Clerk confirmed that they would need their own along with other appropriate licences, certificates and insurance which the office will check prior to accepting the booking.

Now that the date has been set the Clerk said she would start to provisionally book the car show, local radio station etc. Once the price of stalls has ben agreed, to be added to a future agenda, then the invite for caterers etc will be put on the Facebook group 'Events finder' which the Clerk has used previously.

Cllr Lacey asked if the car park was not available for the rides would they be put on the field. The Clerk explained that the idea of having them in the car park was to encourage footfall into the Parish suite and the office would be consulting with NEDCC. The Clerk suggested a plan of the field is used to plot out were everything would be positioned.

Cllr Lacey also suggested that the Council look at how Beighton do their festival as they have one stage that has a variety of bands, performances and demonstrations scheduled throughout the day.

Cllr Tinley asked the Clerk if there was insurance provision in case the event has to be cancelled due

to the death of a monarch. The Clerk agreed to look into this.

Cllr Lacey suggested that some sort of competition is planned and signed goods from local footballers / celebrities are given as prizes.

The Clerk asked Councillors to keep forwarding their ideas to the office and they will be added to the master plan for further investigation.

EC048 Killamarsh in Colour

The Clerk ask for clarification of what Killamarsh in Colour is. Cllr Challenger informed her that this was the floral displays in the village.

This year the Council only provided plants in the planters and Councillors agreed that they had been very well received and had been abundant with colour and flowers.

Cllr Challenger informed the Clerk that the Council would like to consider the reintroduction of the hanging baskets and brackets were still in situ from previous years. The Clerk informed Councillors that suppliers were moving away from the traditional style of baskets and moving to those with reservoirs which reduces the amount of watering required.

RESOLVED: That the Clerk obtains quotes for hanging baskets with watering and stress testing costs to be included.

EC049 Community Events

- To receive information on the Driver Improvement event.

The Clerk and Cllr Clough confirmed that NEDCC have no objections to using the car as long as it doesn't take all the car park.

EC050 Community Activities

- To receive information on the Extreme Wheels project for 2023.

The Clerk informed Councillors that the order had been placed to Extreme Wheels and the council had secured the last evening slot. The Clerk is going through the grant application process with the Big Lottery and is looking if there are any other funding streams available.

Cllr Lacey asked about other activities for the community especially elderly residents. The Clerk informed Councillors that at her previous Council they engaged a company called Active Regen who provided sporting activities for youths and also gentle exercise programmes for elderly residents. The Clerk asked Councillors if they would like her to invite the owner of the company to come and chat to them about what activities he can provide. Councillors agreed that would be a good idea.

EC051 Events and Marketing Manager

- To consider and make any amendments required to the Events and Marketing Manager Job Description and Person Specification before it is considered by the Health, Safety and Wellbeing Committee.

Prior to the meeting the Clerk had circulated a draft job description for Councillors to consider.

Cllr Lacey asked if the job description was asking too much from one person and at what level of pay the post was being pitched. Cllr Clough informed Councillors of the current budget provision and all Councillors agreed that to attract the correct person the post needed to have a higher salary.

The Clerk said from experience the current level of suggested pay would attract interest but not necessarily the person with the level of skills the Council requires them to have.

Cllr Lacey asked when the ideal start date will be. The Clerk said that ideally in the new year so that the successful candidate can lead on the village festival arrangements and start advertising and promoting the parish suite.

Cllr Lacey asked for clarification on attendance at committee meetings. The Clerk confirmed that either the Clerk or Deputy Clerk would still attend to take minutes and support the Chair. The Events and Marketing manager will have input into the agenda and attend meetings to share information and answer questions raised by Councillors.

RESOLVED: That the Committee are happy with the content of the Job Description and Person Specification and recommend that the Health, Safety and Wellbeing Committee allocate a pay rate commensurate with the skills required of the post.

EC052 Website

Cllr Platts updated Councillors on the new website and asked them for their comments.

He explained that the Council centenary logo had been used as it fitted onto the mobile phone version of the application better. Cllr Windle agreed that it was more user friendly website.

Cllr Tinley suggested the search facility be looked at as it wasn't currently user friendly. The Clerk agreed and said she had been looking at reducing the number of repetitive tags and search options to help with this. In future the office will have a standardised approach to adding tags to documents and a second review of older documents would be completed. Cllr Tinley offered the office her assistance with this task.

Cllr Lacey asked if a list of paths in the village and their numbers can be added to the website. Cllr Clough said he had already asked for this information some time ago but hadn't received a response. The Clerk said she would look into this.

The Clerk said the new website was extremely user friendly in respect of adding information and that herself and the Deputy Clerk had already started the process of ensuring it is compliant with legislation. The Clerk said a check against the compliance list was required and that some work is still needed to ensure it is fully compliant.

The Clerk thanked Cllr Platts and Cllr Tinley for the work they had put into getting the website refreshed.

Councillors were asked to look at the website and forward any suggestions on content and amendments to the office.

EC053 Communications

a) To consider and approve changing the Killamarsh Logo to correspond with the website and village signs.

Cllr Platts explained that the logo used on the website was the centenary logo and matched those on the village signs. The Clerk had included a copy of this logo in the Councillors meeting packs. Councillors were asked if they thought adopting the alternative logo across the board was a good idea.

Councillors agreed it made sense to have one logo and that the Centenary one reflected the history of Killamarsh. Cllr Tinley asked if the wording could be amended to say Killamarsh rather than NE Derbyshire but when Cllr Platts explained the reasoning behind the naming of the crest she agreed it should be left as it was.

RESOLVED: That the Events and Communications Committee recommends the rebranding of the

Parish Council logo to Full Council.

b) To agree who will set up the new email addresses for Councillors.

The Clerk asked for advice on the setting up of the Councillors emails as this could not be done through the domain name website and Affinity wanted to charge £84 per month for the service. It was agreed to wait until the IT provision was reviewed by Full Council so that the Council can have control of email addresses. Both Cllr Tinley and Cllr Platts offered their experience and support to the Clerk.

EC054 Agenda items requested by Members

- To consider and approve using either the Parish Suite or CLOC building to support the elderly with the energy crisis - Cllr Platts

Cllr Platts explained the initiative to provide a warm place for elderly and vulnerable residents to come to during the energy crisis. The Clerk informed Councillors that this had been mentioned at a meeting she had attended earlier in the day and its expected the guidance to councils will be produced soon.

The Clerk agreed to look into how this could work and if funding is going to be made available to help with the costs.

Cllr Lacey asked how the Council would be able to get people with mobility difficulties to the Parish Suite and raised the issue of a community bus being purchased by the Parish Council to provide such a service.

The Clerk was provided with the history behind the community bus and said that she would look into all the possibilities, including contact Derbyshire Community Bus service and report back.

EC055 Items for discussion for a future agenda

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

- An update on events
- Plan of Christmas Lights
- Fees to be charged at Village Festival
- Social Media Policy
- Use of Council Emails policy

EC056 Date of the Next Council Meeting

- October 4th 2022

MEETING CLOSED 20.15