

Killamarsh Parish Council

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MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON THURSDAY 13 OCTOBER 2022

Those present :

Chair : Cllr A Platts

Vice-Chair : Cllr N Challenger

Councillors : Cllr S Clough, Cllr W Tinley

Officers : Mrs G Blank, Mrs J France

EC057 Chair's Announcements

- To receive the Chairman's opening announcements.

The Chair had no opening announcement to make.

EC058 Apologies for Absence

Apologies have been received from Cllr C Lacey, Cllr J Windle, Cllr N Challenger and the reasons given were accepted.

EC059 Declaration of Disclosable Pecuniary & Other Interests

a. 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 Received

b. To receive, consider and record Members 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.

None Received

EC060 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

There were no members of the public in attendance.

EC061 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- 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.

It was agreed that no items of the agenda needed to be discussed in close session.

EC062 Minutes from the previous meeting

a. To approve the draft minutes of the Full Council meeting held on 6th September 2022.

RESOLVED: That the minutes of the meeting held on the 6th September 2022 are approved as a true and accurate record.

b. To receive an update on an ongoing issues not covered as an agenda item.

The Clerk informed Councillors that she has sent a message to Derbyshire Community Transport to discuss their services and is still waiting for a response.

EC063 Parish Suite Refurbishment

a. To consider the first phase plans for the Parish Suite refurbishment and make any comments and recommendations.

Plans had been circulated to Councillors prior to the meeting. Following some initial feedback a few amendments had been made and the Clerk showed Councillors the revised plan.

RESOLVED: That the Committee recommends the plans for consideration at Full Council.

Councillors had asked that approximate costs are obtained on a variety of options and the Clerk asked Councillors to consider if the following were acceptable:

Option 1 - Move the now defunct bar to the stage area using the existing bar furniture, fully refurbish hall with a sprung dancefloor and redecorate, convert the existing meeting room into the cellar and storage, redecorate and replace flooring in toilets and entrance. Kitchen and toilet layouts to remain untouched.

Option 2 - Option 1 plus a new modern bar, create community kitchen space and refurbish toilets with existing layout.

Option 3 - As per plans

RESOLVED: That the Committee recommends the options for consideration at Full Council.

The next stage would be:

- Ask the architect for approximate costings for the 3 options & CGI's
- Full Council to approve the plans or make amendments
- Full Council to consider which option to go for
- To get quotes for the kitchen and bar refurbishment
- Public Consultation on the plans
- Look into funding and loans depending on Councils preference
- Go out to tender for the chosen project

EC064 Remembrance Sunday

- To receive any update on the plans for Remembrance Sunday.

The Clerk and Deputy Clerk updated the Committee on how the arrangements were progressing.

Poppies on lampposts were to commence being put up from the weekend due to the handymen's annual leave. Cllr Platts asked if the poppies could be doubled up as much as possible to try and protect them from the elements. The Clerk confirmed the poppies would be put up along the march route and other areas of the village which the handymen were aware of. Cllr Platts also reminded the Clerk that lampposts with existing signage could not be used.

The Clerk has received a response from the WI who will not be able to provide the afternoon tea on the day. The Clerk has informed Revd. Helen, it was agreed that if the Church were unable to provide

the catering the Parish Council would serve light refreshments, drinks and cakes, in the CLOC building using the funding obtained via the District Councillors.

The Clerk will await the response from Revd. Helen and send out the invitation letters.

The Killamarsh Wombles are providing the marshalling support and Cllr Platts suggested asking Cllr Drabble and his father who are first aiders if they are able to assist also. The Police have confirmed they will be in attendance to support the road closures. The Deputy Clerk is waiting to hear if St Johns Ambulance will also be in attendance. Cllr Platts informed the Clerks that the Marshalls would require highvis vests and lanyards.

The Clerk said the order of service would be produced as soon as she has the list of people wanting to lay wreaths.

Both handymen will be in attendance to assist with the road closures, delivery of the PA and marshalling.

EC065 Christmas Projects

- To receive an update on the Christmas Lights & other festivities

The Deputy Clerk updated Councillors on the lamppost trees. Hobsons have now provided a quote for their trees which Councillors liked, they are decorated with tinsel and baubles and will have battery operated colour lights. The quotation for the trees is half the price of Plantscape.

There was some concern that Hobsons wouldn't be able to satisfy the requirements from NEDCC but that has been resolved. The testing of the lamp posts was arranged for this week so the Deputy Clerk was hopeful the certificate should be issued early next week allowing the office to complete the application.

Cllr Platts proposed that Hobsons are trialled due to the cost savings.

RESOLVED: That the Christmas trees for the lampposts are ordered from Hobsons

The Deputy Clerk informed Councillors that Hobsons had sourced 3m rooted Christmas trees for the precinct and outside the Parish Offices, the estimated cost of these is £250-£300 per tree. It was suggested that the precinct tree be lit with battery operated lights for the first year until an electrical feed can be installed. The Deputy Clerk said she would speak to Hobsons.

The Clerk apologised and informed Councillors that the office would not have time to arrange a Christmas market for 2022 but would look into it for 2023.

EC066 Village Festival

a. To receive an update

The Clerk reported that not much progress had been made with the event but more ideas were coming in.

The Clerk is to look into having mascots attend from the local football teams. It was suggested that the Killamarsh Wombles are approached and asked if they would be prepared to dress up as a wobble on the day and educate the younger. The Clerk said she would speak to Cllr Ritchie.

The Clerk asked for suggestions on which was the best radio station to contact, Radio Clowne and Greatest Hits Derbyshire were suggested.

The Clerk asked if a photographer was needed on the day. The Committee didn't feel that it was but

suggested that a frame be purchased for people to have their photo taken with. The Clerk also suggested the possibility of hiring a photobooth and face painters.

An evening event for families in the Parish Suite is to be considered with catering and possibly a band.

b. To consider and approve pitch fees for vendors and stall holders

Councillors agreed to keep prices low to attract a variety of stall holders. Each stall holder would be allocated a plot, dimensions to be decided, and would need to bring their own gazebo and tables.

The following pricing structure was proposed:

Charities & local groups - £5

Craft Stalls - £10

Businesses - £20

Catering Units - £50

Rides - £200

Catering Units and Rides are to be asked to keep prices low and if they have good takings consider a donation to a local charity that the Parish Council chooses.

RESOLVED: That the proposed pricing structure is agreed.

c. To consider and approve the use of guidance sparks circus

The Clerk informed Councillors that she had been approached by Sparks Circus to see if there were any events they could potential offer their services for. The Clerk suggested that reviews of the company are carried out but asked Councillors if this was something they would like at the event.

The Clerk shared the pricing structure with Councillors and said there was room for negotiation.

Councillors thought it was a great idea and said the Circus Skills workshop and the Bubble Skills workshop would be popular.

RESOLVED: That the Clerk look into Sparks Circus and negotiate a price if the results are positive.

EC067 Communications

- To consider and approve the content of the Christmas edition of the Parish Newsletter

Items to include:

Chairs Christmas message

Remembrance Service feature

Festival of trees - Parish Council to enter, tree to be decorated with the Christmas bauble entries

Lets light up Killamarsh - article from Pat Bone

Christmas Bauble Competition - all entrants to receive a prize. The office to contact local supermarkets for donations

Energy crisis help and advice page

Message to look out for neighbours over winter months

Christmas Opening hours for the Chemist and where the 24 hour ones will be

Doctors surgery article

Recipe

Deadline for submission to Doorsteppa is 24th November 2022

EC068 Community Activities

a. To consider the applications received for the Calendar competition and approve the 12 winning photographs.

The Deputy Clerk had collated all the entries and allocated them with a number, nothing was included to identify the entrant to keep voting anonymous. Councillors were handed a sheet with the corresponding numbers and asked to pick 13 photos prior to the meeting commencing.

The Deputy Clerk then collated the results and Councillors voted again, as a group, for their favourite 13. Each winning photo was allocated a month or the front cover for the calendar.

The Council had received a lot of very good entries with some households entering more than one photo. The rules of the competition stated 1 prize for every photo used in the calendar per household.

Councillors agreed that all entrants should be congratulated and asked if they would allow the Council to use the photos on its website with the offer of a free calendar for allowing us to do so.

b. To consider and approve the printers for the production of the Calendar

The Deputy Clerk shared the quotes that she had received with Councillors.

It was agreed that the calendar would be printed for 2024 but sold throughout 2023 to maximise the charitable return on them.

The quote chosen worked out at £2.50 per calendar and the committee agreed to set a price of £4 per calendar and 250 calendars to be printed.

RESOLVED: That Killaprint are chosen to print the 2024 Parish Calendar.

EC069 Budget Requirements

- To consider and approve the budget requirement for 23/24

It was agreed to defer this item until the November meeting when hopefully more members of the committee will be in attendance.

Councillors didn't feel that there was a need to increase the committees allocation just readjust where it best sits.

RESOLVED: That the budget requirements is to be considered at the November meeting.

EC070 Items for discussion for a future agenda

- To notify the Clerk of any matters for inclusion on the agenda for future meetings.

- a. An update on Events
- b. Social Media Policy
- c. Use of Council emails Policy
- d. Kings Coronation Celebrations - 6th May 2023

EC071 Date of the Next Council Meeting

8th November 2022

MEETING CLOSED: 20:40

