



## MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON TUESDAY 07 FEBRUARY 2023

### Those present :

Chair : Cllr A Platts  
Vice-Chair : Cllr N Challenger  
Councillors : Cllr S Clough, Cllr W Tinley  
Officers : Mrs G Blank

### EC099 Chair's Announcements

The Chair had no opening announcement to make.

### EC100 Apologies for Absence

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

### EC101 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

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

### EC102 Adjournment for Public Participation

There were no members of the public in attendance.

### EC103 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items on the agenda requiring the exclusion of the Press and Public.

### EC104 Minutes from the previous meeting

a) To approve the draft minutes of the Events & Communications Committee meeting held on 6th December 2022.

**RESOLVED: That the minutes of the meeting held on the 6th December 2022 are a true and accurate record.**

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

The Committee asked that it be minuted that they acknowledge that the Clerk and Deputy Clerk may not have had the opportunity to progress actions from previous meetings due to the amount of projects that various committees of the Council are asking them to look at and thanked both

members of staff for all their efforts trying to manage their workloads.

The Clerk informed Councillors that the recent Clerks Practitioners Conference had been extremely useful especially around how the Council can engage with the younger community and where there are funding opportunities to help implement some of the ideas. The Clerk read out a long list of suggestions taken from the conference that the Council could look at developing. Councillors liked several of the ideas including a Young Killamarsh Plan, a page on the Councils website or a website specifically aimed at the younger generation (which Cllr Tinley agreed to assist with) and a youth council to look at and deliver projects such as play area improvements.

The Clerk agreed to put together a report and add this to a future agenda for further discussion.

**EC105**

### **Village Festival**

a) To receive an update.

The Clerk updated Councillors on the arrangements already in place for the festival planned for the 15th July 2023.

The Clerk and Deputy Clerk have met with the manager of Killamarsh Active who is very keen to play a big role in the day. The land at the side of the leisure centre is available for the Council to use and the Clerk has requested that the new long stay car park also be made available for the Council to use on the day.

The Clerk confirmed that payment had been received for 5 craft stalls so far with many more people enquiring. A variety of catering outlets have been in touch and a Mexican street food van and burger van have confirmed that they will be attending.

Both Derbyshire Fire Service and Police have confirmed that they will be in attendance and will bring any appliances they have available.

A small selection of fairground rides have been sourced for younger children which will hopefully be situated in the car park along side the emergency services.

Derbyshire Wildlife society may be in attendance but will confirm nearer to the time.

The Killamarsh Scouts will be attending and putting on several demonstrations.

The Air cadets will also be attending and have offered to help set up and act as the lost and found station, as well as putting on a display of some drills.

Several fitness instructors have indicated that they would be prepared to put on some demonstrations such as cheer leading and Zumba.

Derbyshire FM are happy to attend, play music and compare for the day. They also have a stage that they can bring. The office can they try and source some local singers or smaller bands to play.

Extreme Wheels are happy to attend.

A circus skills group have also expressed an interest.

Cllrs asked if the Killamarsh Wombles had been asked to dress up on the day and the Clerk confirmed she had spoken to Cllr Ritchie who was happy to organise this if the Council are prepared to pay for the costume hire. Councillors agreed that this was acceptable and that the Wombles could take the opportunity to raise awareness and possibly funds to support their efforts in keeping Killamarsh clean and tidy.

The Clerk informed Councillors that there was still a lot of organising to do especially around licences but felt more comfortable that progress was now being made. The Chair and other Councillors thanked the Clerk and Deputy Clerk for their efforts to organise the festival and were extremely pleased with the amount of progress.

b) To consider and approve the quotation to have North Derbyshire Radio station present at the event.

The Clerk updated the Committee on the meeting that took place between herself, the Deputy Clerk and the owner of North Derbyshire radio. The radio station would be prepared to attend for the day and bring with them 2 presenters and a stage. During the day they would provide any music required, make public announcements on what's happening and speak to locals. They would use their social media platforms to promote the event as well as broadcasting some parts live on the day.

The cost for providing the stage etc would be £975 for the day but the Council would need to hire a generator. The stage would be available for the Council to use if it has any local singers and small groups that they want to invite.

Councillors considered the proposal and looked at the parameters of the budget for the event.

**RESOLVED: That North Derbyshire radio station are engaged to be present at the event.**

c) To consider and approve the elements of the Extreme Wheels quotation for attending the village festival.

The Clerk had been asked to look at getting Extreme Wheels to attend as an attraction and also promote the programme being funded by the Parish Council.

The Clerk presented the options and costings available on the day and the Committee agreed that the body zorbing, laser tag and BMX pro demos would be an excellent attraction to have. The Clerk confirmed that this could all be done within budget.

**RESOLVED: That approval is given to the Clerk to engage Extreme Wheels to attend the village festival.**

d) To consider and approve the Circus skills workshop quotation.

The Clerk circulated a variety of activities and their costs to Councillors prior to the meeting. The Committee liked the idea of the Circus skills workshops, Bubble performer and Stilts but asked for clarification on costs and durations of each activity as the quotation was not detailed. Cllr Tinley also asked that the company be looked into as she was concerned that they didn't exist on Companies House.

**RESOLVED: That due diligence is followed and more checks completed on the company before engaging them.**

**RESOLVED: That if the checks are satisfactory and the quotes received are for 2 - 3 hours then approval is given to book the Circus and all 3 activities identified.**

## **EC106**

### **Community Events**

a) In light of King Charles III statement that he would like a low key Coronation, consider and approve plans to mark the occasion.

The Clerk listed a few suggestions she had following conversations with fellow Clerks.

- A portrait of the King competition for various school ages and categories. The winning portraits to be framed and displayed in the community hub.
- A village coat of arms sign to be situated on the village green.
- A beacon to be purchased and situated at Highmoor.
- Bunting for the village.

The Committee discussed the pro's and con's and cost of each suggestion.

Cllr Clough then suggested that if there was sufficient funding left following the refurbishment of Norwood Play area could a new play area at Highmoor be planned and named to commemorate the Coronation of King Charles III. Councillors liked this idea as residents in this area have previously looked into the possibility of a play area in this area.

The Clerk said that she would need to firstly contact CISWO to see if they would agree to their land being used for the project, look into the required planning permission and also see what funding may be available. Councillors suggested that the Clerk contact the landlady of the local pub to see if the brewery would support the project and also any nearby businesses. The design of the play area would also be a good opportunity to engage with youths.

**RESOLVED: That the portrait competition and bunting is agreed and approved and the Clerk to look into funding for prizes and framing.**

**RESOLVED: That a recommendation is submitted to Full Council to create a new play area in dedication to the Coronation of King Charles III, subject to funding and planning permissions.**

b) To consider and approve the mock up of the Calendar.

Councillors liked the overall look of the Calendar but had a few suggested amendments.

Cllr Platts and Tinley didn't like how the Council logo looked on the design and asked for either a clear background or a whole band of white background. They would also like to see contact details for the Parish Council on the calendar.

A couple of photos didn't fill the whole page and Cllr Tinley asked if this could be changed. The Clerk believed this is how they had been received but would look into it. Cllr Tinley offered to have a look at the photos and get someone to look if they could be improved.

**RESOLVED: That subject to the few amendments proposed the mock up if the Calendar is approved.**

## EC107

### Communications

a) To consider and approve the date of the next edition of the Parish Newsletter.

It was agreed that to avoid all issues around Purdah the next newsletter is produced prior to the cut off date of the 22nd March 2023.

**RESOLVED: That a newsletter is produced for delivery in early March 2023.**

b) To consider and approve content if applicable.

It was agreed that content should be kept simple to avoid any questions over electioneering.

As the Clerk is on annual leave leading up to the deadline Cllr Platts will lead on articles in readiness for the Clerk to help finalise on her return to work.

**RESOLVED: That the following articles are included in the next edition of the Parish newsletter:**

- Village Festival details
- Community Hub information - Parish Council office, Council meetings and room hire available.
- SID's information on areas approved.
- CCTV update residents on progress.
- Proposed Norwood play area improvements.
- Chairman's report.
- Changes to the voting system.
- Become a Councillor poster / facts.
- Village Green parking - requested by Cllr Potts who is to be asked to submit the article to Cllr Platts.
- Cheap family meal recipe.

**EC108 Policies**

a) To consider, approve and recommended the Room Hire and Charging Policy.

The policy had been circulated to Councillors prior to the meeting.

Councillors went through the policy, challenging and amending certain points to form a clear and concise policy.

**RESOLVED: That the Clerk make the proposed changes and put on the next agenda for final approval before recommending it to Full Council for adoption.**

**EC109 Events and Marketing Manager**

- To receive an update on applications.

The Clerk informed the Committee that four applications had been received and that a date for the recruitment panel to shortlist and interview would be set once Cllr C Lacey's availability was known.

**EC110 Remembrance Sunday**

- To consider and approve the quotation received for lamppost poppy signs for 2023.

The Clerk had been asked to look for alternatives for the lamppost poppies and had asked Eckington Parish Council who they had used. The Clerk had approached the same company who had provided an at cost quotation due to the nature of the signs.

Councillors agreed that the signs used by Eckington PC had been very good and clear and that the quotation of £329 for 168 poppy signs with the names of local residents who served their country printed on them was a reasonable price. Wreaths would still be ordered from RBL and a donation to them in lieu of poppies could be considered at another date.

**RESOLVED: That the quotation for the lamppost poppy signs for 2023 is approved.**

**EC111 Items for discussion for a future agenda**

- Youth engagement
- Room Hire Policy

- Update on Parish Suite
- Update on Events & Marketing Manager

**EC112**

**Date of the Next Council Meeting**

- 4th April 2023

MEETING CLOSED 20:55