



To: All Members of Killamarsh Parish Council Events & Communications Committee

You are Hereby Summoned to attend a meeting of the Parish Council to be held on WEDNESDAY 7th June 2023 at 6:30 PM KILLAMARSH COMMUNITY HUB.

Yours sincerely

Mrs Gail Blank
Clerk & Responsible Finance Officer to the Parish Council

AGENDA

- 1 Chair's Announcements**
 - To receive the Chairs opening announcement.
- 2 Apologies for Absence**
 - To note apologies for absence given to the Clerk prior to the meeting.
- 3 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.
 - 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.
- 4 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 made be under public participation.
- 5 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.
- 6 Minutes from the previous meeting**
 - a) To approve the draft minutes of the Events & Communications Committee meeting held on 11th April 2023.
 - b) To receive an update on an ongoing issues not covered as an agenda item.

7 Appointment of a Vice Chair

- To consider and approve the appointment of the Vice Chair of the committee.

8 Parish Suite Refurbishment

- To receive an update from the Clerk.

9 Village Festival

- To receive an update from the Events & Marketing Manager.

10 Community Activities

a) To consider and approve the chosen charity for the 2024 Killamarsh Calendar.

b) To discuss whether the Council would like to run the competition for 2025, consider the theme and approve the project to be undertaken by the Events and Marketing Manager.

11 Remembrance Sunday

a) To note the date and time of the Remembrance Sunday service.

b) To consider and approve the Parish Councils role in the event.

12 Christmas Projects

- To consider what projects the Council would like to undertake for the Christmas period.

13 Killamarsh Community Hub

- To receive an update on bookings and enquiries.

14 Noticeboards

- To consider whether the Parish Council needs more noticeboards in the village and to recommend this to Council for approval.

15 Communications

a) To receive an update on progress on Social Media from the Events Manager.

b) To approve the advertising of the Village Festival in the Doorsteppa

c) To consider and approve when the next edition of the Newsletter should be published.

d) To consider and approve who will take on the role of editor for the Newsletter.

e) To consider and approve the content of the newsletter.

16 Budget Requirements

- To review the 23/24 Committee budget and approve any amendments required.

17 Items for discussion for a future agenda

- To inform the Clerk of items for future meetings

Youth Council

18 Date of the Next Council Meeting

a) 13th September 2023

b) To consider and approve the starting time for future Event Committee Meetings



MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON TUESDAY 11 APRIL 2023

Those present :

Chair : Cllr A Platts
Vice-Chair : Cllr N Challenger
Councillors : Cllr S Clough, Cllr C Lacey, Cllr J Windle
Officers : Mrs G Blank, Mrs C Watson

EC113 Chair's Announcements

- To receive the Chairs opening announcement.

The Chair welcomed everyone to the meeting but had no announcements to make.

EC114 Apologies for Absence

Apologies have been received and noted from Cllr W Tinley.

EC115 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

EC116 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.

No adjournment required.

EC117 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.

RESOLVED: That item 11 on the agenda be moved to closed session as the review and acceptance of tenders for the project are still to be decided by Full Council.

EC118 Minutes from the previous meeting

a) To approve the draft minutes of the Events & Communications Committee meeting held on 7th February 2023.

RESOLVED: That the minutes of the meeting held on the 7th February 2023 are a true and accurate record.

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

Item EC106 - Calendar. The layout is now finalised and the Clerk expressed her thanks to Cllr Tinley for the time she had taken to make the photographs look consistent. The proof has been sent to the printers for the first 100 to be printed.

EC119 Events and Marketing Manager

- To welcome the Events and Marketing Manager, Charlotte Watson, to the meeting.

The Chair welcomed Charlotte to the meeting and advised Councillors that her first day in the office will be 2nd May 2023. Charlotte gave Councillors a brief work history and said she was looking forward to joining the Parish Council.

EC120 Village Festival

- To receive an update

The Clerk gave Councillors an update and informed Councillors that the Events Manager would be picking the project up when she starts.

- Extreme Wheels are confirmed
- Radio Derbyshire are confirmed
- The Deputy Clerk is liaising with Patsy Dickinson to organise a children's entertainer who will provide a circus skills workshop. Patsy is also looking for local singers and bands for the event.
- The Police and Fire Service have confirmed their attendance.
- Small children's rides have been sourced but payment needs to be chased.
- A number of caterers have expressed interest in attending and booking confirmation and payment will need to be chased.
- A number of stalls have now been booked for the event and a plan of the field will need to be developed to plot the stalls out.
- The Clerk informed Councillors that an outside bar will need to be sourced and suggested that local pubs are approached in the first instance. They will need to provide their own equipment, stock and staff and a charge of £200 will be made.
- The Clerk suggested that the Hub be used to provide refreshments and be on standby as the place to hold the craft market should the weather be inclement.
- It was suggested that Rykneld Community team be contacted to see what they can provide for the event.

EC121 Community Events

a) To receive an update on the Coronation portrait competition.

The Clerk informed Councillors that Cllr Renwick is funding the prizes for the competition from her DCC pot of funding. The Clerk suggested that Cllr Renwick should be invited to assist the Committee choose the winners and it was agreed that this was a good idea.

The Clerk confirmed that one school would definitely be taking part and that she would ask the Deputy Clerk to contact all schools for confirmation after the Easter holidays.

The winning portraits are to be framed and hung in the Community Hub building.

Cllr lacey suggested that the winners also received a framed certificate.

b) To consider the next steps to creating the play area in dedication to King Charles III at Highmoor.

Cllr Clough informed the meeting that he was speaking to planning about Section 106 monies from the developer at Highmoor which should cover the cost of the park.

Cllr Windle asked whereabouts the park was going to go as some teams use the area to play football and other parts flood. Cllr Clough confirmed the area and said that permission would be needed from CISWO to build the park.

The Clerk informed Councillors that if there was no Section 106 monies available then the next round of grant funding from Veolia was due to open in June 2023.

The Clerk informed the Events Manager that the Council will be working with younger residents to design the play area.

c) To consider and approve any other projects for the Coronation.

The Clerk was asked if the planters would be made up in time with the coronation colours, Cllr Challenger said it would be highly unlikely as it was still too early in the season for summer bedding plants.

Cllr Lacey asked if the village would be trimmed with bunting again. Cllr Clough said there was plenty left from the queens jubilee and that bunting should be placed at key areas around the village. Both Cllr Clough and Platts volunteered to assist with putting up the bunting and it was agreed that this should be arranged for the weekend prior to the Coronation. The Clerk said she would ask the Deputy Clerk to liaise with the handymen and ensure there was enough bunting.

Cllr Lacey suggested purchasing hand held flags for the younger residents and it was suggested that the schools be contacted to see if they were already planning this before they are purchased.

The Clerk suggested looking at a small token for school children such as a keyring or pen/pencil. Councillors agreed that the Clerk should look into what is available at such short notice.

RESOLVED: That subject to the schools not already doing so hand held flags are purchased and that the Clerk look into what other souvenirs can be purchased.

EC122

Community Activities

a) To receive an update on the 2023 Extreme Wheels programme

The Clerk informed Councillors that the sessions had commenced on the 4th April 2023 and would be held each Tuesday between 6pm and 8pm from that date.

Advertising of the sessions was included in a generic poster for Extreme Wheels and the sessions for Killamarsh don't particularly stand out so it was agreed a Killamarsh specific poster was required.

b) To consider and approve allowing Gulliver's use of the Hub building for a Community Day - Cllr Platts to update.

Cllr Platts informed the Committee that himself and Cllr Clough had attended an event at Gulliver's who are very keen to get involved in local communities. Work has predominantly been done with RMBC and nearby Rotherham Parish Councils but they have now reached out to Killamarsh.

Gulliver's are keen to engage with the younger generation and showcase the career opportunities available working for them. They also want to work with local community groups and support them in the work they do to make Killamarsh a better place.

Cllr Platts asked the Committee to support his idea to allow Gulliver's use of the Community Hub building to hold a Community Day for the benefit of Killamarsh residents. Cllr Lacey agreed this was a very good idea and would have positive implications for the community.

Cllr Platts agreed to pass on the contact details to the Clerk and Events Manager to make the arrangements.

RESOLVED: That Gulliver's are permitted to hold a Community Day free of charge in the Hub.

EC123

Parish Suite Refurbishment

Held in private session

The Clerk had circulated a report to Councillors prior to the meeting for their consideration. The report was also forwarded to all members of the Parish Council to keep them informed.

Of the 5 companies who responded to the advert for the work only 2 have responded with quotes. The Clerk has used the figures from the contractor who she feels would be the better option in her report. The decision who to work with will be down to Full Council but a higher contingency will need to be built in if the figures from the other company are used.

The Clerk informed the Committee that the FCC have asked for supplementary information on the grant application and have informed her that they do not fund the bar element of the works. The Clerk is to remove this from the grant application but instead include the toilets refurbishment.

The FCC are considering all grant applications in the middle of June so a decision should be known by the end of June. Work cannot commence prior to the award of any grant funding.

Cllr Lacey was happier with the revised estimates.

Cllr Clough did not think the Council should use all the capital reserves on the project as some monies maybe needed elsewhere in the community. The Clerk informed him she had only included the full amount to show the Council what funds were available to them and wasn't suggesting they all be used.

Cllr Clough also asked the Clerk about the VAT and if some elements could be claimed back. The Clerk informed Cllr Clough that as the Suite is used as a Business activity she did not think VAT could be claimed back for any part of it but was looking into this issue further and seeking specialist advice through DALC. For the time being the Clerk has included all VAT as being unrecoverable as a worse case scenario.

The Clerk said the quotation figures were for everything the Council had requested and should funding be unsuccessful costs could be reduced further for example by just redecorating the toilets and scaling back on other items such as the AV system and Sprung dance floor.

Councillors agreed that option 2, to wait for the outcome of the funding was known, should be recommended to Council and if it is unsuccessful the working party look at what the Council can afford to do within its budget to avoid the need for a PWLB loan.

RESOLVED: That the Committee recommends that the Council approves option 2 in the Clerks report.

EC124 Killamarsh Community Hub

Prior to the meeting the Clerk had circulated a report to update Councillors on the position of the Hub.

The Clerk confirmed that Killamarsh Natterchat will be using the building from May onwards on a monthly basis but are hoping to start weekly activities for residents moving forward.

Slimming World haven't confirmed if they will be using the Hub, the Clerk thinks this is due to them not qualifying for the community rate of hire.

The Clerk has written to Derbyshire college to see how they can get involved in providing activities for the community.

The Clerk has arranged a meeting with Specsavers to see about holding clinics in the hub for those residents who are unable to travel to their shops.

The Events Manager will take the lead on this when she starts in May.

EC125 Policies

- To consider and approve the revised Room Hire and Charging Policy

The Clerk informed Councillors that all the amendments suggested at the last meeting had now been included.

Discussions took place around deposits and levels of refunds offered.

Cllr Lacey asked about catering contingencies and the use of the kitchen by 3rd party caterers and the Clerk said this was already included in the policy but may need to be more detailed and charges for use of the kitchen agreed.

The Clerk asked Councillors if 2 policies were needed to simplify the document, a policy for the hub and one for the Suite. Councillors agreed that this was a good idea and that this is something the Events Manager can work on prior to the Suite reopening.

Cllr Clough asked if the hire charges were acceptable and the Clerk confirmed that the community groups she had spoken to thought they were reasonable. Cllr Clough asked about the higher hire rate for the Suite. The Clerk thought the Council should encourage community groups to use the Hub in the first instance and maximise its use first so that the Suite can be used for corporate and catered events, Cllr Challenger agreed.

RESOLVED: That the policy is split for each building and presented to the next available Events and Communications Committee meeting.

EC126 Items for discussion for a future agenda

- Youth Engagement

- Remembrance Sunday

- Christmas Lights & Events - The Clerk informed Councillors that the cost of testing the lamp posts had significantly risen making it unaffordable to have Christmas lights and potentially hanging baskets on lampposts around the village and suggested that other ways of decorating the village would need to be considered. Cllr Clough asked the Clerk to supply him with the information so that he could challenge the charge with County Council.

- Hire policies for the Hub and Parish Suite

EC127 Date of the Next Council Meeting

To be confirmed.

As this was the last meeting of the current Council Cllr Platts thanked everyone for working together.

MEETING CLOSED: 20.40

Killamarsh Parish Council
Budget 2023/24

EXPENDITURE

Events & Communications Committees

Killamarsh Community Hub

	22/23 Outturn	23/24 Approved Budget	23/24 Current actual 31.03.23	23/24 Projected Outturn	23/24 Variance
3100 Rates	11,776.00	9,472.00	0.00	9,472.00	0.00
3110 Water Charges	235.12	1,000.00	0.00	1,000.00	0.00
3120 Electricity	2,143.46	5,000.00	0.00	5,000.00	0.00
3130 Gas	4,821.87	8,000.00	0.00	8,000.00	0.00
3140 Maintenance Contracts	3,299.38	12,000.00	0.00	12,000.00	0.00
3245 Cleaning Materials & Equipment	512.53	1,000.00	0.00	1,000.00	0.00
Total - CLOC Building	22,787.38	38,472.00	0.00	38,472.00	0.00

Parish Suite

1530 Parish Suite - Refurbishment	4,850.00	0.00	0.00	0.00	0.00
3200 Bar Stock	0.00	5,000.00	0.00	5,000.00	0.00
3210 Caring Purchases - Food & Drink	0.00	4,000.00	0.00	4,000.00	0.00
3220 Catering Purchases - Non Food	0.00	1,500.00	0.00	1,500.00	0.00
3230 Publicity	0.00	1,000.00	0.00	1,000.00	0.00
3240 Equipment & Small Tools	478.51	500.00	0.00	500.00	0.00
3250 Stocktaking fees	0.00	400.00	0.00	400.00	0.00
3260 Entertainment	0.00	1,000.00	0.00	1,000.00	0.00
3270 Lease	40,479.70	21,000.00	0.00	21,000.00	0.00
3275 Service Charge	14,745.85	16,000.00	0.00	16,000.00	0.00
3280 Licences	329.00	1,000.00	0.00	1,000.00	0.00
Total - Parish Suite	61,083.08	52,000.00	0.00	52,000.00	0.00

Projects

3400 Queens Platinum Jubilee	1,427.76	0.00	0.00	0.00	0.00
3410 Extreme Wheels Sessions	3,245.00	0.00	0.00	0.00	0.00
Total - Projects	4,672.76	0.00	0.00	0.00	0.00

Events

3500 Competition Prizes	170.00	200.00	0.00	200.00	0.00
3510 Christmas Decorations & Activities	3,646.14	6,000.00	0.00	6,000.00	0.00
3520 Village Festival	0.00	5,000.00	0.00	5,000.00	0.00
3530 One off Events	143.82	4,000.00	0.00	4,000.00	0.00
3540 Remembrance Day	428.06	250.00	0.00	250.00	0.00
Total - Events	4,388.02	15,450.00	0.00	15,450.00	0.00
Total - Events & Communications Committee	92,931.22	103,922.00	0.00	103,922.00	0.00

INCOME

Killamarsh Community Hub

300 Rent	105.00	11,250.00	0.00	11,250.00	0.00
Total - CLOC Building	105.00	11,250.00	0.00	11,250.00	0.00

Parish Suite

310 Hire Income	0.00	24,450.00	0.00	24,450.00	0.00
320 Bar Income	0.00	10,500.00	0.00	10,500.00	0.00
330 Caring Income	0.00	5,500.00	0.00	5,500.00	0.00
Total - Parish Suite	0.00	40,450.00	0.00	40,450.00	0.00

Events

340 Village Festival	0.00	0.00	0.00	0.00	0.00
3501 Grants received - Jubilee	700.00	0.00	0.00	0.00	0.00
3502 Grants received - Remembrance	150.00	0.00	0.00	0.00	0.00
Total - Events	850.00	0.00	0.00	0.00	0.00
TOTAL INCOME	945.00	51,700.00	0.00	51,700.00	0.00
Total - Events Committee	91,976.22	62,222.00	0.00	62,222.00	0.00

0.00 includes rates, share of utilities and other shared meter costs

