



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 1st November 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 Chairman's opening announcements.

2 Apologies for Absence

- To receive and approve apologies for absence and reasons 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 be made 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 13th September 2023. (attached).

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

7 Parish Suite Refurbishment

- a. To receive an update.
- b. To consider and approve the working parties recommendation to 'opt to Tax' on the Parish Suite.

8 Remembrance Sunday

- To receive an update.

9 Village Festival

- To consider and approve the proposal from Funtopia as an alternative to the arrangements in 2023 (attached).

10 Policies

- a. To consider and approve the hire policy for the Parish Suite.
- b. To consider and approve the hire rates for the Parish Suite.

11 Purchase of Equipment

- a. To consider and approve the quotes for the Till for the Parish Suite.
- b. To consider and approve, if appropriate, purchasing a portable stage.
- c. To consider and approve the purchase of new banqueting chairs.
- d. To consider and approve whether to purchase new banqueting tables.

12 Community Activities

- To receive, consider and approve, if appropriate, a proposal from Active Regen on an additional youth activity programme subject to grant funding.

13 Budget Requirements

- To consider, review and approve the budget to be recommended to Full Council.

14 Agenda items requested by Members

- 80th anniversary of D-Day on the 6th June 2024.

15 Date of the Next Council Meeting

- 10th January 2023.

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office (parish.office@killamarsh-pc.gov.uk) in advance of the meeting which will be read out under the public participation session.



MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON WEDNESDAY 13 SEPTEMBER 2023

Those present :

Chair : Cllr K Wood
Vice-Chair : Cllr C Lacey
Councillors : Cllr S Clough, Cllr C M Fletcher, Cllr S Reed, Cllr J Windle
Officers : Mrs G Blank, Mrs C Watson

EC160 Chair's Announcements

The Chair welcomed everyone to the meeting.

EC161 Apologies for Absence

All members were in attendance.

EC162 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.

Cllr C Lacey declared an interest in item 14 on the agenda.

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.

EC163 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.

A member of the public came to speak to the Committee in regards to the Remembrance Service. In his opinion the Remembrance Service had been poor in recent years with poor sound quality, poorly organised road closures and the parade being without a marching band. He had been approached by several members of the public to see what he could do and he informed the committee that he had managed to source a marching band, which he had subsequently booked for this year's service at a cost of £400. He was in attendance to ask the Parish Council to fund the band.

Another member of the public confirmed that the band would march from the church hall to the war memorial for the service and then continue to the Church. After the Church service the band would then march back to the War memorial. It is expected that there will be 18-20 members in the band.

The Chair thanked the residents for attending the meeting and the issue would be discussed at item 8 on the agenda.

EC164 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 agenda items 7, 9b and 13 are discussed in closed session due to the nature of the business to be transacted.

EC165 Minutes from the previous meeting

a. To approve the draft minutes of the Full Council meeting held on 2nd August 2023.

RESOLVED: That the minutes of the meeting held on the 2nd August 2023 are a true and accurate record.

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

There were no on going issues to discuss.

EC166 Parish Suite Refurbishment

The Clerk informed Councillors that the additional information required by the FCC for the grant application had now been submitted and she was waiting for the grant agreement to formally sign.

The contractor is hopeful to be able to start works as soon as they are given the go ahead by the Clerk.

EC167 Remembrance Sunday

a. To receive an update from the Events Manager

The Events Manager informed the meeting that the appropriate road closures had been applied for, invites sent out as per previous years, the Killamarsh Wombles have confirmed they will act as marshals, walkie talkies have been purchased to aid communication between staff and marshals and a socket has been installed at the war memorial to enable a better quality PA system for the service.

b. To receive information regarding a member of the public organising a marching band for the procession.

The Events Manager explained that she had spoken to the band and also seen the email that stated that they didn't march. In light of this a drummer from Inkersall scouts had been arranged to lead the March for a small donation to the scouts.

She latterly learnt that the member of the public had arranged the marching band as per the discussion in item 4 of the agenda.

c. To consider and approve whether the Council should pay the fee for the marching band.

Clr Windle proposed that the Council pay for the marching band and that sufficient budget was put aside for future years.

Clr C Lacey agreed that the Council should do what is best for the village and seconded the proposal.

Clr Reed agreed that the marching band was required and that the Council should fund it. What Clr Reed did not agree with was the way this had been done and how the Parish Council staff had been treated.

Clr Clough explained that due to Covid, lack of Parish Clerk and other organisations dropping out of the service it had been difficult to maintain the service to the level pre covid. He absolutely agreed that a marching band was required for the service.

Everyone was in agreement that the Parish Council should have been approached prior to the booking being made and they would have happily worked with the public on this and any other matter raised about public events.

RESOLVED: That the Parish Council pays the £400 fee for the marching band and that a provision is made in future years to cover this cost.

d. To consider and approve what role the scouts can play in the service if they are no leading the procession.

The Committee considered how the scouts could still play a role in the service and it was suggested that they could march and play the drum at the rear of the procession and that a £80 donation be made by the Parish Council.

RESOLVED: That the Parish Council invites the Scouts to march to the rear of the procession with their drum and that an £80 donation be offered as thanks for their involvement.

EC168 Christmas Projects

- a. The Events Manager updated the Committee on arrangements already in place for Christmas.
- The craft market already has a few stalls booked and priority has been given to those people who booked stalls at the Village Festival. The remaining spaces will be advertised shortly. Keen to keep it a craft fair with minimal charity stalls.
 - Wreath making has been booked and there is a possibility that 2 dates can be arranged if there is enough demand, the cost will be £35 per person with all materials being provided, a drink and a mince pie / piece of cake. Additional refreshments will be available to purchase.
 - Family Christmas party entertainer booked for the 15th December 6pm until 9pm.
 - New Years eve DJ booked 7.30 - 1.00am, staff and doorman organised and catering.

Ticket prices to be calculated to cover costs.

b. To consider and approve the Christmas Light decorations for 2023.

The Clerk had presented a report to Councillors on the various options and costs of Christmas lights for the village.

Councillors discussed the options and budget availability. They agreed that it is too late in the year to look at other options and this will need to be reviewed early in the new year.

The Events Manager asked if she could purchase 2 large Christmas trees and decorations for the suite and the storage of the items was discussed.

RESOLVED: That the Parish Council uses Plantscape as in previous years for the Street light Christmas decorations, lights are purchased for trees on Parish land and the precinct, and that 2 large artificial trees are purchased for the Parish Suite.

EC169 Communications

- To consider and approve articles for the Christmas edition of the Newsletter

It was agreed that the Christmas edition of the newsletter be circulated in November edition of the Doorsteppa so that the events planned for Christmas in the Parish Suite can be advertised.

Items to be included:

- Christmas events - Events Manager
- Christmas recipe and seasonal drink - Cllr C Lacey
- Chairs report - to include SIDs and Christmas Lights - Cllr Clough
- Skate park refurbishment - Cllr Reed
- SID's - Clerk
- Residents questions / FAQ - Clerk
- Contact information - Clerk

EC169 Community Activities

- To consider and approve whether the Council wishes to continue with the Extreme wheels programme in 2024 or look for an alternative provision.

The Clerk informed Councillors that Extreme Wheels have been in touch to say that due to high interest and demand for their services they need to know if the Parish Council wishes to continue with its services in 2024 by the 6th October 2023 and that the cost for the 29 week programme will be £9048.

Cllr Clough felt that with the investment being put into the skate park the activities should be funded for another year. Cllr Windle asked how the programme was going and Cllr Reed who regular attends gave his feedback.

The Clerk said this would either need to be budgeted for or to look for grant funding opportunities to cover or supplement the costs.

Councillors agreed that the programme was beneficial to not only those youths that participated but those who spectated.

Cllr C Lacey and Cllr Windle proposed that the service be continued.

RESOLVED: That Extreme Wheels are engaged for another 29 week programme in 2024.

Discussion took place on what other provision could be made for older youths in the village and it was agreed that the only way to gauge that would be a parent / youth survey. Successful events such as the Cops V Kids event were discussed.

The Clerk asked Councillors if she should invite Active Regen in to talk to them about what activities they can provide and Councillors agreed that this was a good idea.

EC170 Killamarsh Community Hub

- To consider and recommend to full Council the provision of CCTV in and around the hub to protect staff and users.

The Clerk had circulated a report to Councillors prior to the meeting which included the quotes and her recommendation.

Cllr Clough and Cllr C Lacey proposed that the recommendations are approved.

RESOLVED: That the upgrade of the CCTV at the Hub is to be completed by C&H Alarms at a cost of £2100 plus Vat and funded from the building maintenance budget.

EC171 Licences

- To consider and approve the application to remove the requirement for an individual Designated Premises Supervisor and replace with the Parish Council as a corporate body.

The Clerk confirmed that the Premises licence variation to include the Hub and the playing field had been submitted and was no out for public consultation until the end of September.

The Council can now apply to remove the requirement to have a DPS. Community Buildings / Churches / Village Halls can apply under Section 25A(6) of the licensing act 2003 to remove the condition to need an individual DPS.

This will remove the requirement to reregister a DPS as and when staff leave the employment of the Council as the Council as a board becomes the DPS.

The Clerk asked the Committee for its approval to make the application and for 2 Councillors to sign the application.

RESOLVED: That the application is submitted and Cllrs Clough and Woods sign the application.

EC172 Agenda items requested by Members

- 80th anniversary of D-Day on the 6th June 2024
- Hire Policy

EC173 Date of the Next Council Meeting

- 1st November 2023 at 6.30pm

MEETING CLOSED at 20:00

Conditions of Hire for Killamarsh Parish Suite

1. A non-refundable deposit of £50 is required with the completed and signed Room Hire Agreement. This will be deducted from your total balance.
2. A refundable damage deposit of a minimum of £100 will be taken for all bookings (The Events Manager reserves the right to increase this if deemed necessary). This will be returned on satisfactory inspection of the Parish Suite.
3. The balance should be paid in full no later than 14 days before the agreed date of hire.
4. All hirers must be at least 18 years of age.
5. To qualify for the resident rate the Hirer must provide evidence of residence in Killamarsh, if this cannot be provided the standard rate will apply. Acceptable proof of residence includes Council Tax bill, utility bill or bank statement.
6. The premises must be vacated promptly at the end of the hire period, late departures will incur a charge.
7. The Manger or their representative is authorised to terminate the event at any time if they believe it is of disorderly nature.
8. The Hirer should not use the premises for any purpose other than described in the Booking Hire Agreement and shall not sub-hire the premises to any other person or organisation.
9. No responsibility is taken for the loss or damage of any property brought into the premises during the hire period.
10. Should the Hire be cancelled by ourselves then all monies paid will be refunded in full but no compensation claims will be considered.
11. An invoice will be provided to the hirer detailing the cost of hire, methods of payment accepted and date of settlement of any outstanding balance.
12. The community kitchen is provided in the Suite with basic crockery including mugs and cutlery. This is not intended as a food preparation area but for just storing and serving cold buffet items if you will be providing your own catering.
13. Refuse sacks will be provided and it is expected the Suite will be left in a satisfactory state.
14. The Hirer should observe regulations in relation to noise. All persons related to the hirer are expected to exist the premises quietly and with minimum disruption. Excessive noise and/or disorderly behaviour will not be tolerated.
15. No decorations or notices shall be put up. No nails or screws shall be driven into any part of the building.

Room Hire Charges

The Parish Suite is hired out in multiples of 1 hour with a minimum hire time of 2 hours. The hourly hire rate is as follows –

Standard Rate - £50 per hour

Killamarsh Parish Residents - £25 per hour

Hire of Commercial Kitchen - £50 flat fee. We have caterers we recommend; you are welcome to use your own but we will require a copy of their Public Liability Insurance

To qualify for the Killamarsh Parish Residents hire rate the Hirer must provide proof of residency in Killamarsh by way of Council Tax Bill/Utility Bill/Bank Statement



Active Regen Community Foundation

Parish Council Partnerships

Agenda

- ▶ Active Regen Community Foundation Overview
- ▶ Benefits of partnership working
- ▶ Partnerships in action



Active Regen Community Foundation Overview

Rotherham based charity

Aims

- To use sport and physical to support people and communities to improve their lives

Types of provision to support

- Employment / Volunteering / Education
- Leadership Academy / Apprenticeship programme
- Schools educational programme
- Improvements in Mental and physical health and well being
- Physical and Mental health programme / MIND
- School's physical health improvement programme
- Older people's strength and balance programme
- Reduction of youth crime and ASB
 - Centre based youth work
 - Community Outreach
- School holiday programmes





Benefits of partnership / Multi Agency working

- ▶ Multi Agency Approach
 - ▶ Parish / Town Councils
 - ▶ Early Years
 - ▶ Education
 - ▶ Community Groups
- ▶ Improved understanding of community needs - Local intelligence
- ▶ Avoids duplication
- ▶ Jointly developed programme - Tailor made
- ▶ Participant contribution to project development
- ▶ Jointly funded programmes - Long term sustainability
- ▶ Joint marketing programmes - Increased participation
- ▶ Ensuring engagement across the community



Partnerships in Action

- ▶ Currently working with 5 Parish and Town Councils
- ▶ Example - Jointly developed and funded programme - 40% contribution from PC
 - ▶ Community wide activities to support mental and physical health and well being
 - ▶ Centre based youth clubs (6 Clubs across the borough)
 - ▶ School Holiday Programme
 - ▶ Joint marketing programme
 - ▶ Girls only youth club
 - ▶ Primary school project
 - ▶ Older peoples programme
 - ▶ 16+ Learning and volunteering programme
- ▶ Approximately 300 participants will access the weekly activities

