



MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON WEDNESDAY 01 NOVEMBER 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

EC174 Chair's Announcements

The Chairman welcomed everyone to the meeting.

EC175 Apologies for Absence

There were no Councillors absent.

EC176 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.

EC177 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 representative from Active Regen was in attendance and went through a presentation he had forwarded in advance on the services they provide.

The aim of Active Regen is to use sport and physical activities to support people and communities to improve their lives. Examples of activities provided include:

- Centre based youth clubs
- School Holiday Programme
- Joint Marketing Programme
- Girls only youth Club
- Older peoples activities
- 16+ volunteering and learning programme

A programme to tailor the needs of the Killamarsh community would be looked at in conjunction with the Parish Council and other agencies.

Assistance with sourcing funding is also a service that is offered.

The Councillors asked questions and agreed to discuss the Councils requirements further so that a package and costings can be looked at.

EC178 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

No items were identified to be discussed in closed session.

EC179 Minutes from the previous meeting

a. To approve the draft minutes of the Events & Communications Committee meeting held on 13th September 2023. (attached).

RESOLVED: That the minutes of the meeting held on the 13th September 2023 are a true and accurate record.

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

EC170 - The Clerk confirmed that the Hub CCTV had now been installed and in operation.

EC171 - The Clerk confirmed that the premises licence amendment and request to disapply the need for a DPS had been granted.

EC180 Parish Suite Refurbishment

a. To receive an update.

The Clerk confirmed that works on the refurbishment were well under way. All old fittings have been removed and disposed of. First fix electrics completed. New Hall ceiling and lighting has been installed. The bar bulkhead and kitchen have been completed and the building of the new bar started.

NEDCC are still to resolve the leak issues which the Clerk is chasing.

The builder is hopeful that a key handover date during the last week in November is achievable.

b. To consider and approve the working parties recommendation to 'opt to Tax' on the Parish Suite.

The Clerk informed Councillors that she had recently done some VAT training. The training had covered the option to tax on Council run buildings. Currently if room hire is charged on a building a Council can not claim back VAT on running costs and any maintenance or refurbishment costs. By opting to tax the Council would have to pay VAT on room hire but would also be able to claim VAT back on all out goings.

If the Council opts to tax this is a 10 year commitment.

RESOLVED: That the Committee approves the 'Opt to Tax' application.

EC181 Remembrance Sunday

The Events Manager updated the Committee on arrangements to date.

Road closure notices are now in place.

Cllr Mark Foster has donated £200 from his leadership fund towards refreshments.

Catering has been arranged

Majority of RSVP's have been received.
New poppy signs have been put up around the village.

Councillors asked if consideration to having some kind of matting down for when the wreaths are laid. The Events Manager agreed to look into this.

EC182 Village Festival

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

The Clerk provided Councillors with a breakdown of the costs for the 2023 village festival:

- Radio - £975
- Circus skills - £350
- Extreme Wheels - £2073

The Events Manager had sourced an alternative for the 2024 festival from a company called Funtopia. The activities are more attractive to all age groups and the Events Manager detailed what was on offer for the package value of £2,280

RESOLVED: That Funtopia is booked for the 2024 Village Festival

The Events Manager asked Councillors to consider a Funtopia day in the 6 week holidays which would include a lot more of the activities that the company has to offer. It was agreed this would be approved at the January meeting.

EC183 Policies

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

The Events Manager had circulated a draft policy to Councillors prior to the meeting and Cllr Lacey had provided a few grammatical changes.

The policy had been drastically simplified and is based on the one used at a neighbouring Parish Council.

The Events Manager explained that there is a clause regarding the deposit in the policy that gives the Council the ability to change the value of the deposit depending of the size and type of party including 18th's and 21st birthdays.

Councillors discussed the policy and agreed that as and when any issues arise the policy can be amended.

RESOLVED: That subject to the grammatical changes the hire policy is approved.

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

The Committee reviewed the proposed pricing structure of £25 for residents and £50 for non residents and agreed that VAT should be added to this price.

It was also agreed that 18th and 21st birthday parties would be charged at £50 for residents and £75 for non residents plus VAT.

RESOLVED: That the hire rates for the Parish Suite are approved.

EC184 Purchase of Equipment

- To consider and approve the quotes for the Till for the Parish Suite

The Events Manager had circulated 2 proposals to the Committee on a system that will work for the Parish Suite.

The Clerk said how important it was to have card machine that would speak directly to the till to avoid human error.

RESOLVED: That the quote from EPOS is approved.

b. To consider and approve, if appropriate, purchasing a portable stage.

Councillor Fletcher had sourced a portable stage for the Parish Suite if the Council were interested,

Councillors discussed the need for a stage and issues with storage. It was agreed that if a stage was required a hire company could be looked into.

The Committee thanked Cllr Fletcher for looking into the stage.

RESOLVED: That the purchase of a portable stage at this point was put on hold and reviewed again based on demand.

c. To consider and approve the purchase of new banqueting chairs.

The Events Manager showed the Committee 3 versions of chairs from a basic chair to one with more support and padding.

The Committee unanimously agreed on the better quality chairs in Navy.

RESOLVED: That the purchase of 120 banqueting chairs in Navy blue is approved as well as a chair trolley.

d. To consider and approve whether to purchase new banqueting tables.

The Events Manager showed Councillors examples of the types of tables for the Parish Suite and recommended that rectangular ones would provide more flexibility.

It was agreed the tables should be 5ft, sturdy but not too heavy and have a dark colour top.

Resolved: That the Clerk and Events Manager are given authority to purchase appropriate tables for the Parish Suite.

EC185 Community Activities

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

The Committee agreed that the presentation at the start of the meeting had been interesting and that the services they provide would be beneficial to many residents.

The Clerk suggested that she ask them for a price for:

- The School activities programme
- The Older people programme

- The Youth Club, but get more details as to what this might entail.

Cllr Reed asked if any of these activities would clash with what NEDCC provide at the Leisure Centre. The Clerk said the Council we need to look at this and provide their free of charge activities on a day and time that didn't clash.

It was agreed that the Council would commit a small amount of money with the rest being found through grant funding.

RESOLVED: That the Clerk obtain a costed proposal from Active Regen and start looking for grant funding opportunities and that the information be brought back to the January meeting.

EC186 Budget Requirements

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

The Committee reviewed the budget requirements for 24/25 and agreed to add £5,000 for the Extreme Wheels programme and £5,000 for Active Regen activities.

RESOLVED: That the Events Committee budget is approved and recommended to Council.

EC187 Agenda items requested by Members

- 80th anniversary of D-Day on the 6th June 2024.
- Funtopia Day
- Live & Local
- Community Awards
- Active Regen

EC188 Date of the Next Council Meeting

- 10th January 2023.

MEETING CLOSED 20:15