



Killamarsh Parish Council

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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 6th March 2024 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 and Communications meeting held on 10th January 2024. (attached).

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

7 Community Events

- a. To consider and approve holding regular community friendship lunches in the Parish Suite.
- b. To consider and approve the suggestion of a beacon (refer to residents email).

8 Policies

- a. To consider and approve the amended Hire policy for the Community Hub.
- b. To consider and approve the amended Hire policy for the Parish Suite.

9 Use of Field

- To consider and approve the request from a local funfair, Tuckers, to hire the Parish Council owned field in August 2024.

10 Communications

- a. To receive an update on the recent Website issues.
- b. To consider and approve that the next edition of the Parish Council Newsletter goes in the May edition of the Doorsteppa.
- c. To consider and approve the content of the next Parish Council Newsletter.
- d. To consider and approve the monthly advertising of the Parish Suite and Community Hub in the Doorsteppa to increase awareness.

11 CLOC Building

- To consider and approve the peppercorn rent to the Heritage Society for the use of Room 2.

12 Parish Suite

- a. To consider and approve a request for a hire charge rate reduction for the Over 60's group.
- b. To consider and approve a general hire rate for all Killamarsh Community Groups during daytime hours.

13 Items for discussion for a future agenda

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

14 Date of the Next Council Meeting

- To note the date of the next Events & Communications meeting is to be decided.



6a

MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON WEDNESDAY 10 JANUARY 2024

Those present :

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

EC189 Chair's Announcements

The Chair welcomed everyone to the meeting.

EC190 Apologies for Absence

Apologies have been received from Cllr S Reed and Cllr C Lacey and the reasons given were accepted.

EC191 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

EC192 Adjournment for Public Participation

A member of the public was in attendance who wanted to give his feedback on the 2023 Remembrance Service. He commented that the march started before the parade marshall had everyone in position. He asked why in previous years the band had said they do not March but were able to in 2023.

The resident also felt that the scout band had been treated poorly and some of the comments made about their abilities unnecessary. The resident felt the younger generation should be encouraged to take part in the parade so that it is protected in future.

EC193 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items that required the exclusion of the press and public.

EC194 Minutes from the previous meeting

a. To approve the draft minutes of the Events Committee meeting held on 1st November 2023,

RESOLVED: That the minutes of the Events and Communications Committee meeting held on the 1st November 2023 are a true and accurate record.

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

The majority of the leaks in the Parish Suite have been resolved with the exception of those relating to the roof. Issues with the kitchens gas supply being cut off are also being looked at by NEDCC.

EC195 Remembrance Sunday

a. To receive any feedback on the 2023 service

The Events Manager felt that the changes put in place for 2023 were a vast improvement. The March did set off slightly early but all the road closures were in place and the band had said that they were ready, the Events Manager was not aware that the Parade Marshall would start the parade.

b. To consider and approve any amendments to the 2024 service.

The Clerk suggested that the Council consider changing the format of the event. Having a Church led service in the Parish Suite prior to the march to the War Memorial where the main service is held and then returning to the suite for refreshments.

It was agreed that the Events Manager book the band for the 2024 and when it is known who will be replacing Revd Helen a discussion on how the event will look take place prior to the road closure applications.

EC196 Christmas Projects

a. To receive a complaint regarding the Christmas Lights

Both the Clerk and Chair of the Council received a telephone complaint from a residents sister to say the Councils efforts were poor at the side of other councils in the area.

The Clerk explained that other Councils had far larger budgets for Christmas lights and were also able to plug their lights into the lamppost electricity supply.

b. To consider the options for 2024 Christmas decorations.

It was agreed that the Council look into having half a dozen Christmas lights wired into the street lights on Bridge Street and fewer Christmas trees on the lamp posts along Sheffield Road. The Clerk suggested that the tree lights could be clustered around the village so it covered a wider area rather than just on one road.

Cllr Clough suggested that the shops be encouraged to get involved and decorate their windows.

A resident in attendance offered to provide a nativity scene in the memorial gardens and Councillors thanked him.

c. To receive feedback on the Christmas Events held in 2023.

The Clerk updated Councillors on the events held over the Christmas and New Years period and said they had been well received by those that attended.

The New Years eve party went very well and the bar staff work really hard to keep up with customer demand. Some adjustments on age limits and ticket prices are to be implemented for the 2024 event.

The Clerk informed Councillors that there had been very few sales of the calendar and little interest in the 2025 competition. Councillors agreed that it was pointless carrying on with the 2025 project.

The Clerk suggested that the remaining calendars be offered to residents for a donation.

RESOLVED: That the 2025 competition is cancelled and the remaining 2024 calendars or offered to residents for a donation.

EC199 Purchase of Equipment

a. To consider and approve the purchase of a dish washer for the Parish Suite.

The Clerk informed Councillors that the dish washer in the Parish Suite has been condemned and said a replacement would be between £1,000 and £2,500. The Clerk suggested one currently on sale at £943 plus VAT.

RESOLVED: That the Clerk can purchase a dish washer for the Parish Suite.

b. To ratify the decision to change suppliers of the Tills.

At the full Council meeting in November the Clerk had informed the Council that following due diligence checks the company originally chosen was not suitable. Till point were therefore chosen as the preferred supplier.

RESOLVED: That Till point are appointed as the supplier for the Parish Suite Tills.

EC200 Items for discussion for a future agenda

- To inform the Clerk of any items for a future agenda.

EC201 Date of the Next Council Meeting

- To note the date of the next full council meeting is scheduled for 6th March 2024.

Cllr Clough asked for his thanks to all the staff involved in the event to be recorded.

EC197

Community Events

a. To ratify the decision to hold Funtopia Day

Unfortunately Funtopia are ceasing to trade so the event is to be cancelled. The Events Manager is looking for an alternative for the Village festival.

b. To consider and approve how the Community Awards project will work

The Clerk suggested a working party be set up and ideas on how this could work be discussed and brought back to the next Events meeting in March.

c. To receive information regarding Live and Local and approve any action to be taken.

The lady from Live and Local gave a presentation on the services they provide. The organisation put on productions and shows at affordable prices for local communities. They are funded by the Arts Council, County Councils and NEDCC to subsidise these events. They have been in existence for 30 yrs.

Its free to join the network and all promotional materials are provided, the Parish Council would need to arrange the sale of tickets.

There is a minimum fee of £370 per show and ticket sales above this are split 70/30.

All the shows are performed by professional companies and there is a wide variety of shows / performances available to choose from.

The Parish Council is able to join the network with no obligation to book an event.

RESOLVED: That the Parish Council joins up to the Live and Learn network.

d. To consider and approve Easter events.

The Events Manager suggested a kids Easter party with entertainment similar to the Children's Christmas party. Councillors were in agreement.

e. To consider and approve the D Day Celebration event.

The Events Manager and Clerk updated the Councillors on the plans for D Day celebrations.

In the Suite there will be a tea dance with a 40's singer and either a fish and chip meal or an afternoon tea.

It is also planned to invite the Heritage Society to put on a display in the Suite and open it up to the public.

Decorate the village in bunting and encourage shops to put up flags.

EC198

Community Activities

a. To approve the appointment of Active Regeneration subject to funding success.

RESOLVED: That subject to funding success Active Regen are appointed.

b. To consider whether to continue with the 2025 Calendar competition due to the low sales of the 2024 Calendar.

Conditions for Hire for Killamarsh Community Hub

1. A completed hire agreement form must be received prior to the commencement of both long term and 1 off hires.
2. One off hire will be invoiced prior to the hire commencement. Regular hires will be invoiced at the end of each calendar month. All payments are to be made within 14 days of the invoice date via bank transfer, failure to do so may result in penalties.
3. Hire periods are billed in 30 minute intervals with a minimum hire period of 1 hour.
4. The hirer should ensure all spaces used are left in a clean and tidy manner and all rubbish placed in bins.
5. A hot water urn and access to cups and saucers is included as standard, however tea/coffee/milk are to be provided by the hirer. It is expected that any pots made will be washed and put away.
6. The hirer shall ensure all equipment brought on to the premises is in good working order and have an up-to-date PAT test.
7. Smoking and/or vaping is prohibited in all areas of The Hub. It is the hirers responsibility to ensure this is always adhered to.
8. The Hub may provide storage space for regular hirers. Killamarsh Parish Council accepts no responsibility for loss or damage of any items stored on our premises. All equipment is stored at the hirers own risk, and it is assumed they will have their own insurance to cover their own items.
9. The Parish Council reserves the right to cancel all or part of certain bookings in favour of other bookings. Whenever possible a notice period of 1 calendar month will be given.
10. If the hirer wishes to cancel all or part of their booking, then a minimum of 1 months' notice is required. If less than this is received prior to a cancellation, then the Parish Council reserves the right to invoice for the full amount.
11. The hirer is responsible for ensuring all fire exits are left clear and unobstructed throughout the duration of the hire.
12. Room Capacities must not be exceeded these are set as follows –
 - Room 3 – Between 15 and 25 depending on room set up.
 - Room 1 – Between 30 and 50 depending on room set up.
13. The hirer accepts responsibility for overseeing the premises and all users within their group, ensuring that all terms and conditions are being adhered to.
14. The minimum age of a hirer is 18.
15. Any accidents or incidents must be reported to the Killamarsh Community Hub management as soon as possible.
16. No animals (other than registered assistance animals) are allowed on the premises at any time.
17. The hirer cannot use the premises for any other purpose other than described in the booking form and shall not sub hire the premises to any other person or organisation.

Conditions of Hire for Killamarsh Parish Suite

1. A non-refundable deposit of £50 is required when submitting the completed and signed Room Hire Agreement. This will be deducted from your total balance.
2. A minimum of £100 conditional refundable damage deposit will also be taken for all bookings. This will be returned within 14 days upon satisfactory inspection and notification that the venue was cleared by the agreed time.
3. The balance should be paid in full no later than 14 days prior to 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 proof of residency, in Killamarsh, along with a photographic form of ID, failure to supply said documents will incur the standard rate charge.
6. The premises must be vacated promptly at the end of the hire period, late departures will incur a charge, which will be either retained from the refundable deposit or invoiced accordingly.
7. The Manager, or their representative, is authorised to terminate the event at any time if they believe any guests are behaving in a disorderly manner.
8. The Hirer cannot 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. The Parish Council hold no responsibility for the loss of or damage to any property brought into the premises during the hire period.
10. Should the Hire be cancelled by us then all monies paid will be refunded in full, however, no compensation claims will be considered.
11. An invoice will be provided detailing the cost of hire, methods of payment accepted and date of settlement of any outstanding balance.
12. A community kitchen is available to the Hirer 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 are providing your own catering.
13. Refuse sacks will be provided, and it is expected the Parish Suite will be left in a clean and satisfactory condition.
14. The Hirer and its guests should observe regulations in relation to noise. All guests attending the event are expected to exist the premises quietly. Excessive noise and/or disorderly behaviour will not be tolerated.
15. Decorations must not be put up in the Parish Suite using nails, screws or tacks by the Hirer or any guests.
16. Sunday-Thursday last orders will be 22.30, with the premises needed to be vacated by 23.00. Friday and Saturday, last orders will be 23.00 with the premises needed to be vacated by 23.30. An extension on a Friday or Saturday can be arranged until midnight (with premises vacated no later than 00.30am) at an additional fee.
17. Smoking and/or vaping is prohibited in all indoor areas of the Parish Suite. Signs are displayed to remind patrons of this, if this is ignored then the Event Manager or their representative reserves the right to eject patrons.
18. We have a zero-tolerance policy to any kind of illegal drug use. Any person found with any banned substance will be immediately ejected and the Police informed. If evidence of any drug taking is discovered after the event the Police will be informed. We also reserve the right to refuse to accept any future bookings from the hirer.

19. The use of your own DJ/entertainer is allowed; however, it is the hirers responsibility to ensure they hold the relevant insurance. A copy of their Public Liability Insurance must be obtained and will be held on file by Killamarsh Parish Council showing a valid date and adequate cover. All equipment connected to our mains electricity must be PAT tested and in good, safe working order.
20. Inflatables, including bouncy castles are acceptable, however this must be indoor suitable, with the correct matting and weights used. The hirer is responsible for ensuring the company they are hiring from is reputable and holds adequate insurance. A copy of the companies Public Liability Insurance will be held on file. The hirer is responsible for ensuring all equipment is adequately always supervised.
21. The maximum capacity is 120, it is the responsibility of the hirer to ensure this is adhered to at all times.