



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 31st July 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 Committee meeting held on 5th June 2024 . (attached).
- b. To receive an update on any ongoing issues not covered as an agenda item.

7 Village Festival

- a. To receive feedback from the Village Festival
- b. To consider changing the name of future Village Festivals to Village Fete
- c. To decide on the date of the 2025 Village Fete / Festival

8 Parish Suite

- a. To consider and approve allowing Extreme Wheels to use the Parish Suite on a Wednesday evening for the Winter youth programme from October 2024 to March 2025.
- b. To consider, and if applicable, approve a reduced rate for a private hirer wanting regular hires.
- c. To receive feedback from the marketing strategy working party meeting.
- d. To consider future events for the Parish Suite.

9 Remembrance Sunday

- To consider and approve the format for Remembrance Sunday event.

10 Christmas Projects

- a. To consider and approve the options for the village Christmas Lights.
- b. To consider and approve the Christmas Events.

11 Staffing

- a. Following an email received from NEDCC consider and approve, if applicable, increasing the casual bar staff rate of pay from the national minimum wage of £11.44 to the national living wage of £12.
- b. To consider and recommend to the Health, Safety and Wellbeing Committee the options to replace the Events and Marketing Manager.

12 Items for discussion for a future agenda

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

13 Date of the Next Council Meeting

- To note the date of the next Events & Communications Committee meeting is scheduled for 2nd October 2024 at 6.30pm.



Killamarsh Parish Council

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MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON WEDNESDAY 05 JUNE 2024

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

EC215 Appointment of a Chair

The following nominations were received:

Cllr C Lacey - nominated by Cllr Windle and Cllr Fletcher
Cllr Wood - nominated by Cllr Clough and Cllr Reed

RESOLVED: That Cllr Wood is elected as Chair of the Events and Communications Committee.

EC216 Appointment of a Vice Chair

The following nomination was received:

Cllr C Lacey - nominated by Cllr Windle and Cllr Wood

RESOLVED: That Cllr C Lacey is elected as Vice Chair of the Events and Communications Committee.

EC217 Chair's Announcements

The Chair welcomed everyone to the meeting.

EC218 Apologies for Absence

Apologies have been received from Cllr C Eggington and Cllr J Sherman

EC219 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

EC220 Adjournment for Public Participation

No members of the Public wished to speak.

EC221 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

Resolved: That due to the nature of the subject being discussed item 11 on the agenda is discussed in closed session.

EC222 Minutes from the previous meeting

a. To approve the draft minutes of the Events and Communication Committee meeting held on 6th March 2024.

RESOLVED: That the minutes of the meeting held on the 6th March 2024 are a true and accurate record.

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

Item EC213 - The Clerk informed the Council that the over 60's club have been informed of the rate reduction but still feel the rate is too high for them. The Events Manager informed the Committee that she had met with the Community Involvement Officer at Rykneld Homes who said the funding that they have available for Community groups may be able to support the group and that they would speak to them.

EC223 Communications

a. To consider the timing of the next edition of the Parish Council newsletter.

Councillors discussed the appropriate date for the next edition.

RESOLVED: That the next edition of the newsletter is placed in the August edition of the Doorsteppa.

b. Consider the content of the next newsletter.

Councillors discussed the contents of the newsletter and agreed on the following articles:

- Solar panels project
- CCTV update
- Village Festival
- D-Day Event
- Chairs comments
- Extreme Wheels and Active Regen activities
- Welcome Killamarsh Heritage Society to the Hub
- Recipe
- Up coming events

The deadline for all articles is Monday 15th July 2024

Cllr Windle left the meeting.

EC224 Community Events

a. To consider and approve if the Parish Council still wants to go ahead with the planned Beacon at Highmoor.

Following the erection of a temporary Beacon off Long Lane by local Business men in conjunction with the Royal British legion to commemorate the 80th Anniversary of the D-Day landings the Clerk asked the Committee if they still wanted to go ahead with the installation of their own Beacon.

The Clerk reminded Councillors of what had been previously discussed. She confirmed that the Beacon would need planning permission due to its height and would need to be registered with the

Queens pageant master who co-ordinates the lighting of beacons for official events.

Councillors agreed that a Beacon for VE day in 2025 was a good idea and that planning permission should be sought for Highmoor.

RESOLVED: That the Council start the process of installing a Beacon at Highmoor in preparation for VE day 2025

EC225 Killamarsh Community Hub

- To consider, amend and approve the rental agreement between the Parish Council and Killamarsh Heritage Society for the use of room 2 in the Killamarsh Hub.

The Clerk had circulated a draft rental agreement for Councillors to consider prior to the meeting.

Councillors thought the agreement was comprehensive but suggested a couple of small adjustments and one additional clause regarding use of the WIFI.

Once the agreement is signed by the Heritage Society they will be able to start decorating the room and officially move in after the 4th July 2024 elections.

RESOLVED: That subject to the agreed amendments the rental agreement between the Parish Council and Killamarsh Heritage society for the use of room 2 of Killamarsh Hub is approved.

EC226 Village Festival

- To receive an update from the Events Manager.

The Events manager informed Councillors of the arrangements for the Village Festival arranged for the 22nd June 2024 starting at 11am and finishing at 4pm.

20 stall holders are confirmed

3 Caterers

Children's inflatables - part subsidised by the Parish Council to keep charges low for residents

Indoor crazy golf, candy floss machine and popcorn cart inside the Parish Suite

Bar open

The Events Manager was asked if she needed any assistance and she said that volunteers at the start and end of the event to help with marshalling the stall holders safely on and off the field would be appreciated.

EC227 Parish Suite

- To receive the list of regular and one off bookings for the Parish Suite.

A list of confirmed bookings was circulated prior to the meeting.

The Committee discussed how the Parish Suite and Community Hub can be promoted. It was agreed that the Events Manager set up a working party to create a Marketing strategy for both venues. Cllr Reed offered his expertise in the area and Cllr Lacey and Cllr Wood agreed that they like to be part of the working party. It was agreed to open the working party to any member of the Parish Council who feels they can assist.

RESOLVED: That a marketing strategy working party is created.

Councillors also started sharing ideas of events that could be arranged:

- Northern Soul

- Regular Bingo

- Movie Nights
- Kids Discos
- Race Nights

The Events Manager also informed Councillors that she also needed to increase the pool of casual bar staff and Councillors were happy for this to happen.

EC228 Items for discussion for a future agenda

- To notify the Clerk of any matters for inclusion on the agenda for future meetings.
- Budgets
- Conference system for Parish Suite
- Promotion of Parish Suite and Hub - feedback from working party
- Events for the Parish Suite

EC229 Date of the Next Council Meeting

To note the date of the next Events & Communications Committee meeting is scheduled for 31st July 2024.

MEETING CLOSED 20:05