



# 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 November 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 & Communications Committee meeting held on Wednesday 2nd October 2024. (attached).

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

**7 Parish Suite**

a. To receive feedback on the Building Control visit.

b. To receive a complaint from a hirer regarding with holding partial deposit refund and decide any action to take.

**8 Community Events**

a. To receive feedback on the Pride of Killamarsh awards ceremony.

b. To receive an update on Killamarsh Good Companions event.

c. To receive feedback on the Halloween family party.

**9 Budget Requirements**

a. To consider, amend and approve the new Parish Suite hire rates for 2025.

b. To consider, amend and approve the 2025 budget requirements.

**10 Remembrance Sunday**

a. To receive an update on the event.

b. To consider and approve a donation to the Royal British Legion in lieu of not buying poppies.

**11 Christmas Projects**

a. To receive an update on the following events:

- Christmas Craft Fayre
- Wreath Making workshop
- Breakfast with Santa
- Brass band concert
- New Years Eve party

b. To receive an update on the Christmas Lights

**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 & Communication meeting is scheduled for 5th February 2025.



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## MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON WEDNESDAY 02 OCTOBER 2024

### Those present :

Chair : Cllr K Wood  
Vice-Chair : Not Present  
Councillors : Cllr S Clough, Cllr C Eggington, Cllr J Sherman  
Officers : Mrs G Blank, Miss H Johnson

### EC245 Chair's Announcements

The Chair welcomed everyone to the meeting.

### EC246 Apologies for Absence

Apologies have been received from Cllr J Windle, Cllr C M Fletcher, Cllr S Reed and Cllr C Lacey.

### EC247 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

### EC248 Adjournment for Public Participation

A member of the public in attendance commented on how nice the hanging baskets around the village looked this year and commented on how well used the skatepark has been since the refurbishment earlier this year.

### EC249 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.

There were no items on the agenda requiring the exclusion of the press and public.

**EC250 Minutes from the previous meeting**

a. To approve the draft minutes of the Events & Communications Committee meeting held on 31st July 2024. (attached).

**RESOLVED: That the minutes of the Events & Communications Committee meeting held on 31st July 2024 are a true and accurate record.**

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

EC237 - The Clerk updated councillors that Extreme Wheels would not be using the Parish Suite but will be starting their winter programme in the Community Hub on a Tuesday evening after the October half term. Further communication would be discussed in a later agenda item.

**EC251 Parish Suite**

a. To receive a request from Cllr Rice to consider the purchase of a portable stage.

The Clerk mentioned that this had been an item for discussion in a past agenda and it was previously rejected due to cost and storage limitations. Cllr Clough asked if the office has received any requests for a stage for an event/function to which the Clerk said there hadn't been any. The Chair commented on the space at a past event, mentioning there was ample space for the performance and a stage may limit seating and ticket sales.

**RESOLVED: That a portable stage will not be purchased at this time due to cost and very limited storage space, however a stage can be hired should it be required and the cost passed on to the hirer.**

b. To consider and approve (if applicable) the purchase of internal doors for the Parish Suite main hall (quote attached).

The Clerk informed Councillors that the office had been trying to obtain quotes to replace the doors from the entrance hall to the hall in the Parish Suite without much success. The old doors no longer fit the opening and were water damaged when the toilets flooded.

The Clerk showed Councillors to possible options for the doors. She asked if the Committee felt the doors needed to be replaced and suggested the work could be delayed if the work wasn't deemed as urgent.

The Clerk informed the committee that a building control inspection of the refurbishment works for the Parish Suite was to take place the following day and they may insist that the doors are replaced.

The Committee agreed that the 10 glass panel doors would be the best option if the doors are required.

**RESOLVED: If the internal doors are required following the Building Control inspection then the 10 glass panel internal doors at the Parish Suite can be purchased and installed. If there is not a requirement the purchase should be deferred.**

c. To consider and approve the Hire charges for the Parish Suite for 2025 (current rates attached).

The Clerk identified some flaws in the current charging system and asked Councillors to defer this item to the November meeting so that she can put together a costed proposal for them to consider. Councillors agreed.

The Clerk informed Councillors that the office was looking at ways to maximise income for the Suite so that it can cover the overheads. Looking at booking slots at weekends, offering hire without the bar, purchasing a coffee machine are all options.

The Clerk informed Councillors that the office had received an enquiry from a Killamarsh resident to hire the Parish Suite on a Saturday evening for commercial purposes with no bar requirement. It had previously been discussed by the Committee that Friday and Saturday evenings are reserved for party bookings.

The Committee agreed that priority should always be for parties but agreed that requests for commercial hire could be taken 2 weeks prior to the date if it is free. The Committee also agreed that a commercial rate needed to be set for these types of hire.

**RESOLVED: That commercial event hire on a Saturday is permissible but can only be booked 2 weeks before the desired date. Priority will always be for private parties. A commercial hire rate is also to be considered for future bookings.**

#### **EC252 CLOC Building**

- To consider and approve the cost of repairs to the doors to Community Hub building (quotes to follow).

The Clerk informed Councillors that the internal door to the Hub has been repaired a couple of times as the lock facility had stopped working. When the fault was last repaired the Clerk was informed that the part was very worn and would eventually need repairing. The door has now completely broken and the door can not be locked leaving the office exposed to anyone just walking in.

The Clerk had one quote for the repair and the office was in the process of obtaining more.

Cllr Clough voiced concern on the cost of repair from the quote received.

The Clerk asked for approval for purchase of the best value quote when received as the repair is urgent due to staff safety. Councillors agreed that the issue was urgent but another quote was required to ensure the Council was getting best value for money.

Cllr Tinley also asked the office to obtain the warranty terms for the replacement parts.

**RESOLVED: The office to obtain other quotes for the repair and notify the Committee of the cost before purchase.**

#### **EC253 Communications**

a. To consider and approve whether the Parish Council adopts the Parish & Town Councils App offered from Cuttlefish at a cost £225 per annum.

It was discussed that the App offers the same service as the website and there is a risk it wouldn't be downloaded. Other platforms for advertisement of events were discussed.

**RESOLVED: That the purchase of the Parish & Town Councils App is rejected.**

b. To approve the Christmas edition of the Parish Council newsletter to be included in the December edition of the newsletter and the contents of the newsletter.

The committee discussed articles for the Christmas edition of the newsletter and agreed on the following:

- Chair's Report - to include CCTV and Christmas Lights

- CCTV reassurance to residents - Cllr Tinley
- Welcome to Killamarsh Heritage Society in the Hub
- Extreme Wheels winter programme
- What's On at the Parish Suite
- Community Awards feedback - Cllr Tinley
- Festive recipe's
- Parking and pothole report information
- Winter grit bags
- Christmas story
- Crossword puzzle
- Derbyshire Connect (Travel Derbyshire) information

**EC254 Community Events**

- a. To receive an update from Cllr Tinley on the Community Awards event.

Cllr Tinley was in attendance and provided an update the committee.

The awards event will be taking place on Sunday 3rd November 2024 at 4pm to 6pm.

Unfortunately no nominations were made in the Under 17's category and that the office had contacted schools for nominations, however to date there has been no response.

Cllr Tinley mentioned she is also waiting trying to source a celebrity to present the awards.

A PowerPoint presentation is also being developed.

Light refreshments will be provided at the event.

Invitations have been sent out.

A date to decide the winners for each category is to be arranged asap which the office will arrange alongside Cllr Tinley.

Cllr Tinley also requested a debrief on the event to discuss what worked well and what can be done better for next time.

- b. To consider holding monthly pensioners social afternoons.

The Clerk informed Councillors that she had spoken to a member of a local choir who, for a small donation to their chosen charity, would be happy to put on a performance. The Clerk suggested that a small fee could be charged to attend which would include a light buffet and a few games of bingo.

Volunteers would be needed to help serve refreshments at the event. Cllrs said if they were available they would be happy to help.

If this event proved to be popular it could develop into a regular monthly event.

The committee thought this would be a great idea for a socialising event on a regular basis.

**RESOLVED: The office to begin organising the event and contacting relevant groups/volunteers for the activities.**

- c. To consider and approve, if applicable, engaging Extreme Wheels in 2025 (info attached).

Details of the Extreme Wheels project had been circulated prior to the meeting as well as the most up to date attendance statistics.

Councillors agreed that both the summer and winter programmes had been successful and that the Council should continue to support the project as it was well received from the youths of Killamarsh.

The Clerk asked the Committee to consider taking the 3 year option which would see the price fixed during this period.

The Clerk also asked Councillors if they wished to fund the winter programme in 2025 if the funding Extreme Wheels currently gets isn't available in future. The Clerk suggested a Big Lottery Awards for All grant could be applied for to fund the budget gap. Extreme Wheels would be happy to help with the consultation element of the grant application.

Ideally Extreme Wheels would like to provide the winter programme in the Parish Suite on a Wednesday in future years so the Council would need to commit to leaving this date free between Odoacer and March each year. The Council agreed that this was important for the youths and a priority.

The committee all agreed that Extreme Wheels have been a wonderful programme for local young people and would be keen to continue the programme for the next three years.

**RESOLVED: That the three year fixed fee commission with Extreme Wheels for their programme is approved and that this is extended to include the Winter programme.**

**EC255 Use of Field**

- To receive a request from Tuckers funfair to use the Parish Council field on the 31st July 2025 to 3rd August 2025 and approve, if applicable.

Councillors asked the Clerk if there had been any issues following the 2024 visit. She responded that apart from a few queries prior to the funfair arriving there had been no complaints received and that the field was left in a clean and tidy state.

**RESOLVED: That the request from Tuckers funfair to use the Parish Council field on the 31st July 2025 to the 3rd August 2025 is approved at the same fee as 2024.**

**EC256 Budget Requirements**

- To consider and approve the budget requirements for 2025 ( Document to follow).

The Clerk requested that this item is deferred to the next Events Committee meeting for discussion to enable her to provide more up to date figures and forecasts.

**EC257 Remembrance Sunday**

- To provide an update

The Clerk provided an update to the committee.

The Road Closure had been applied for and approved.

All local authorities have been informed.

Invitations had been sent out.

The band has been booked.

The Wombles have agreed to be the road closure marshals but additional volunteers may also be required to assist them.

Catering is sorted and volunteers are in place to help with serving refreshments.

The Clerk informed Councillors that volunteers would be needed to deliver the road closure notices to residents affected the week prior to the event.

Cllr Clough and Cllr Sherman said they would be able to assist in some capacity.

**EC258 Christmas Projects**

- To receive an update

The Clerk provided an update on the upcoming Christmas events to the committee which included the following:

- Christmas Craft Fayre
- Wreath Making Workshop
- Breakfast With Santa
- Christmas Brass Band Concert
- New Years Eve Party

The Christmas lights have been paid for and authority to install them has been granted subject to lamp post testing and sockets being installed. The lights will be fitted on Bridge street this year and the intention is to extend them to other areas in future years. Christmas trees for other lampposts have been ordered from Hobsons along with a replacement tree for the precinct.

The Clerk said the office had asked a local electrician if an electrical supply could be made to the tree in the precinct but he couldn't see how. Councillors asked if it could be taken from the bus shelter that the Council owns. The Clerk said she would look into this suggestion.

**EC259 Items for discussion for a future agenda**

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

- PA System for the Parish Suite - currently being investigated by Cllr Wood and the Clerk
- Budget requirements
- Parish Suite hire charges

**EC260 Date of the Next Council Meeting**

That the next Events & Communications Committee meeting is scheduled for 6th November 2024 at 6:30pm.

MEETING CLOSED 20:35