



MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON WEDNESDAY 06 NOVEMBER 2024

Those present :

Chair : Cllr K Wood
Vice-Chair : Cllr C Lacey
Councillors : Cllr S Clough, Cllr J Sherman, Cllr J Windle
Officers : Mrs G Blank, Miss H Johnson

EC261 Chair's Announcements

The Chair welcomed everyone to the meeting.

EC262 Apologies for Absence

Apologies have been received from Cllr C Eggington, Cllr C M Fletcher and Cllr S Reed.

EC263 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

EC264 Adjournment for Public Participation

There were no members of the public wishing to speak.

EC265 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

RESOLVED - That item 7b should be discussed in closed session due to the nature of the subject to be discussed.

EC266 Minutes from the previous meeting

a. To approve the draft minutes of the Events & Communications Committee meeting held on Wednesday 2nd October 2024.

RESOLVED: That the minutes of the meeting held on the 2nd October 2024 were a true and accurate record of the meeting.

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

Item EC252 - Repairs to Hub automated doors - The Clerk informed Councillors that this had been

approved by Full Council and the works were due to be completed on the 13th November.

EC267 Parish Suite

a. To receive feedback on the Building Control visit.

The Clerk had provided Councillors with a report prior to the meeting following her meeting with the Building inspector.

The inspector had identified that some doors needed to be replaced with fire doors and a vent was needed in the Community Kitchen. Other small changes to doors and access were also needed.

Quotes for the fire doors had been obtained from the Joinery company that had been selected to replace the double doors into the hall and Councillors discussed the options.

Cllrs asked how this work could be funded and the Clerk confirmed that the Parish Suite reserve had funds available to cover the costs. Both Cllrs Windle and Clough agree that all the work should be completed included the double doors.

RESOLVED: That the fire doors, including the double doors into the hall are approved.

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

Councillors received the complaint and comments made by the Caretaker and Cleaner on duty that weekend. Councillors were in agreement that the decision withhold the deposit should stand due to the additional cleaning of carpets and toilets that was required.

Councillors requested that photos are taken in future to back up decisions to withhold funds and that it is made clear that the period of hire includes time needed for the DJ to pack away.

RESOLVED: That the decision to withhold part of the damage waiver deposit stands.

EC268 Community Events

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

Cllr Tinley provided a debrief on the event and thanked everyone who had been involved in getting it together.

It was agreed that the working party should meet to go through what went well and what improvements could be made and plan for the next.

The Clerk congratulated Cllr Tinley on a successful inaugural event.

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

The Clerk had circulated the proposal following the meeting with Alex Platts and Jill Wormleighton who had both volunteered to help with the event.

The Clerk informed Councillors that it was hoped that if this event was successful it was hoped that regular monthly events could be arranged. A feedback form has been created to gauge interest from those that attend.

County Councillor Carolyn Renwick has kindly donated £500 towards the project which will fund the microphone system, raffle prizes, the choir and refreshments. It is anticipated the funding should cover a couple of events.

Cllr Lacey thought it was a great idea and added getting those residents without transportation could be an issue and why the Council should consider establishing a community bus. Cllr Tinley suggested that Councillors could possibly volunteer to provide a taxi service for these residents.

c. To receive feedback on the Halloween family party.

A report and breakdown of the costs were provided to Councillors prior to the meeting.

The event was well attended and sold out very quickly. The Clerk said the pricing of all future events needs to be calculated so they at least breakeven and was looking at putting together costing sheets.

EC269 Budget Requirements

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

The Clerk shared a proposed new pricing structure which was a lot simpler for both staff and hirers and covered some of the issues that the office was facing with bookings.

The Clerk asked for it to be noted that all prices were inclusive of VAT.

The Clerk also informed Councillors that in future hirers would be asked to sign that they had read the terms and conditions of hire when making the booking.

The Clerk also felt it prudent to review the terms and conditions at the next Committee meeting.

RESOLVED: That the proposed hire rates are implemented from the 1st January 2025.

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

The Clerk had circulated the budget proposal to Councillors prior to the meeting.

In order to maintain a standstill budget and set a realistic income target for the Parish Suite the funding for the Events Managers post has omitted from the budget.

Councillors asked what the impact on the office would be. The Clerk informed them that the existing staff were managing to absorb the day to day administration between them. What they wouldn't be able to take on is additional events and marketing work.

Councillors agreed it was better to be cautious due to other pressures on the budget. The Clerk confirmed she would continue to review the situation and report back to the Committee if any issues arise.

RESOLVED: That the 2025 budget requirements for the Events and Communications Committee are approved.

EC270 Remembrance Sunday

a. To receive an update on the event.

The Clerk updated the Committee on arrangements for the event.

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

Councillors considered the agenda item, it was noted that a £500 donation to the Royal British Legion had already been made towards the purchase of a new standard.

RESOLVED: That as the Parish Council has already donated £500 towards a new standard for the Killamarsh branch of the Royal British Legion no other donation would be made this year.

EC271 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

The Clerk update Councillors on the events listed above.

b. To receive an update on the Christmas Lights

The Clerk confirmed that the lamppost testing had been completed and sockets installed for the new Christmas lights on Bridge Street.

The Christmas trees for the remaining lampposts have been ordered and the office is chasing an installation date.

A new Christmas tree for the precinct has been ordered and funding has been granted from the NEDDC tourism budget towards the cost of the replacement.

Cllr Clough mentioned trying to get an electrical feed for the precinct Christmas tree. The Committee suggested taking the supply from the bus shelter but as the Council don't own the land they would need permission from the land owner. The cost of taking up the block paving would need to be considered and how the supply could be protected from misuse.

EC272 Items for discussion for a future agenda

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

- Mosquito device for the Parish Hub
- Publicity for the Parish Suite and Community Hub

EC273 Date of the Next Council Meeting

To note the date of the next Events & Communication meeting is scheduled for 5th February 2025.

MEETING CLOSED 19:50