



Killamarsh Parish Council

Killamarsh Parish Office
Stanley Street
Killamarsh, S21 1EL

Tel: 0114 247 2260
Email: parish.office@killamarsh-pc.gov.uk
Website: www.killamarsh-pc.gov.uk

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 5th June 2024 at 6:30 PM KILLAMARSH COMMUNITY HUB.

Yours sincerely

Mrs Gail Blank
Clerk & Responsible Finance Officer to the Parish Council

AGENDA

- 1 Appointment of a Chair**
 - To appoint a Chair for the Events and Communications Committee.
- 2 Appointment of a Vice Chair**
 - To appoint a Vice Chair for the Events and Communications Committee.
- 3 Chair's Announcements**
 - To receive the Chairman's opening announcements.
- 4 Apologies for Absence**
 - To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.
- 5 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.
- 6 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.
- 7 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.

8 Minutes from the previous meeting

- a. To approve the draft minutes of the Events and Communication Committee meeting held on 6th March 2024. (attached).
- b. To receive an update on any ongoing issues not covered as an agenda item.

9 Communications

- a. To consider the timing of the next edition of the Parish Council newsletter.
- b. Consider the content of the next newsletter.

10 Community Events

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

11 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.

12 Village Festival

- To receive an update from the Events Manager.

13 Parish Suite

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

14 Items for discussion for a future agenda

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

15 Date of the Next Council Meeting

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

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office (parish.office@killamarsh-pc.gov.uk) in advance of the meeting which will be read out under the public participation session.



MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON WEDNESDAY 06 MARCH 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

EC202 Chair's Announcements

The Chair welcomed everyone to the meeting.

EC203 Apologies for Absence

There were no apologies

EC204 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

EC205 Adjournment for Public Participation

A member of the public informed the Council that the Royal British Legion would like to be involved in any D-Day anniversary plans. The member of public was informed that currently the Parish Council only had an event planned for the 8th June but there was an agenda item to discuss this further.

EC206 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

RESOLVED: That members of the press and public should be excluded when items 9,11 and 12 are discussed due to the nature of business to be conducted.

EC207 Minutes from the previous meeting

a. To approve the draft minutes of the Events and Communications meeting held on 10th January 2024. (attached).

RESOLVED: That the minutes of the meeting held on the 10th January 2024 are a true and accurate record.

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

Item EC196 - The Clerk suggested that a working party be set up to progress the Christmas lights options. Councillors agreed this was a good idea.

Item EC197 - The Events Manager gave an update on the Community Awards meeting and informed Councillors that she had sent out a detailed email to them. The item is to be added to the next Full Council agenda for approval.

EC208

Community Events

a. To consider and approve holding regular community friendship lunches in the Parish Suite.

The Events Manager gave feedback from the successful 'Music makes memories' event held in the Parish Suite which had been organised in the main by Cllr Wood. The lady who arranges these events at other venues provides the entertainer and promotes the event for a fee, everything else had been organised by Cllr Wood voluntarily. The Event Manager and Clerk felt this was something that the Council could put on a bi-monthly basis for the residents of Killamarsh.

85 people had attended the last event and a mobile fish and chip van had been brought in due to the lack of cooking facilities in the Parish Suite kitchen. The Clerk suggested that the next event could be an afternoon tea event.

The Events Manager was asked if the event would be profitable and she said she it could definitely breakeven.

Cllr Lacey asked if the events could coincide with the Community bus so that residents had a way to get to the Parish Suite. The Events Manager said she would look at it.

Councillors discussed the event in more detail.

RESOLVED: That the Parish Council holds regular community friendship lunches in the Parish Suite.

b. To consider and approve the suggestion of a beacon (refer to residents email).

The Events Manager had received an email from a resident with a offer from a local businessman to make a Beacon for the village.

The Clerk informed the Committee that to have a beacon made would cost approximately £4,500 excluding installation.

The Clerk said that the Council would need to apply for Planning permission to erect the beacon and it was unlikely that this could be granted in time for the 6th of June. The beacon would need to meet the requirements set out in the document the Council had received. Depending on where the beacon would be erected at Highmoor, permission may also be needed from CISWO if it is on their land.

Councillors agreed that a beacon was a good idea for the village to have and would like the process of applying for permission to start and take up the offer even if it wouldn't be used until a future event.

Councillors discussed other options such as hiring a beacon instead for this occasion. The Events Manager said she would look into the options.

EC209 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.

Councillors discussed both policies and the Events Manager said that both documents would need to be continuously reviewed as and when issues arise.

RESOLVED: That the Hire policy for the Community Hub and Parish Suite are both approved.

EC210 Use of Field

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

The Events Manager read out a proposal from a local funfair who were looking for a venue in Killamarsh to hold their funfair in August 2024.

Due to the limited space on the field they would only be bringing smaller rides. They would be hiring the field from Monday to Sunday and the funfair operating from Thursday to Sunday , finishing at 8pm with the exception of Sunday which would be 6pm. The funfair would be providing 24 hour security, be responsible for portaloos and clearing of the site.

In return the Parish Council would receive £1000.

Cllr Reed asked about damage to the field and the Clerk recommended that a £500 deposit be taken from them that would be returned when the Council were happy the field had been left in a reasonable state. Cllr Reed asked that the Events Manager check that the owner had sufficient insurance should an significant damage occur.

RESOLVED: That subject to a security deposit and insurances being checked the request is approved.

EC211 Communications

- a. To receive an update on the recent Website issues.

The Clerk informed Councillors that there had been issues with the website provider 2Commune. It became apparent they are not the actual provider but a company called Cuttlefish. The relationship between 2Commune and Cuttlefish has broken down and there was the possibility that Parish Councils would lose their websites. The way the website is written would not enable the Council to transfer to another provider and a new website would need creating.

Cuttlefish have contacted Councils and said they will be taking over the 2Commune contracts and offering the same support to customers at no additional cost.

Killamarsh is in contract until October and it is not anticipated that charges will significantly increase. The Clerk said she would keep Councillors informed on any further developments.

- b. To consider and approve that the next edition of the Parish Council Newsletter goes in the May edition of the Doorsteppa.

RESOLVED: That the next edition of the Newsletter be put in the May edition of the Doorsteppa.

- c. To consider and approve the content of the next Parish Council Newsletter.

Chairs report - to include precept and skate park
Parish Suite refurbishment

SIDS
Ongoing projects
Grassing cutting change of contractor to resolve issues.
D-Day Celebrations
Village Festival
D-Day Recipe
The Suite What's On
Community Awards
Demand responsive transport service
Direct residents to Facebook / Website

d. To consider and approve the monthly advertising of the Parish Suite and Community Hub in the Doorsteppa to increase awareness.

RESOLVED: That approval is given for the monthly advertising of the Parish Suite and Community Hub facilities in the Doorsteppa for 6 months.

EC212 CLOC Building

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

The Full Council resolved that the Heritage Society be given a room in the Community Hub to display their artefacts.

Room 2 has been allocated to them and the Clerk is looking into the cost of have a permanent wall putting in to divide it from room 1. Approval will be sought at Full Council.

The Committee discussed the appropriate peppercorn rent to charge the Heritage Society that will go towards the utility costs for the room. A figure of £10 per month was agreed as an appropriate figure.

The Clerk was asked to draft an rental agreement between the Parish Council and Heritage society to avoid any confusion going forward.

RESOLVED: That a peppercorn rent of £10 month is charged to the Heritage Society and a rental agreement is drafted.

EC213 Parish Suite

a. To consider and approve a request for a hire charge rate reduction for the Over 60's group.

The Events Manager read out a letter from the over 60's group requesting a rate reduction.

Councillors agreed to a 50% rate reduction on basic room hire but any additional requirements such as the bar would need to be charged to cover the costs.

The Council could not however guarantee that these charges would not be increased on an annual basis.

RESOLVED: That the Over 60's are offered a 50% rate reduction for the basic hire of the Parish Suite.

b. To consider and approve a general hire rate for all Killamarsh Community Groups during daytime hours.

It was agreed that all Killamarsh Community groups are offered the same discount.

RESOLVED: That the hire rate for Community groups is reduced by 50% for a basic hire.

EC214 Items for discussion for a future agenda

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

Cllr Lacey requested a list of all events the Event Manager was planning.

EC214 Date of the Next Council Meeting

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

MEETING CLOSED 20:30