



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 2nd August 2023 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 Full Council meeting held on 7th June 2023. (attached).
- b. To receive an update on an ongoing issues not covered as an agenda item.

**7 Parish Suite Refurbishment**

- a. To receive an update
- b. To consider and approve what to do with the piano in the Suite

**8 Village Festival**

- a. To receive feedback
- b. To consider and approve the date of the 2024 festival.

**9 Remembrance Sunday**

- To receive an update

**10 Christmas Projects**

- a. To consider and approve the following suggestions:

- Breakfast with Santa
- Christmas Craft Fayre
- Wreath making
- Brass Band concert
- Children's Christmas Concert
- Pensioners Christmas Lunch - with entertainment
- Christmas afternoon tea

- b. To consider and approve how the Committee wishes to proceed with the catering arrangements.

**11 Communications**

- To consider, amend and approve the newsletter.

**12 Community Events**

- To consider how the Parish Council wishes to mark / celebrate the 80th anniversary of D-Day on the 6th June 2024

**13 Agenda items requested by Members**

- 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 full council meeting is scheduled for 13th September 2023.

### 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](mailto: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 07 JUNE 2023

### 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

### EC128 Chair's Announcements

The Chair welcomed everyone to the meeting.

### EC129 Apologies for Absence

No apologies were received.

### EC130 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.

### EC131 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.

PCSO Christina Stevenson and PC Jason Graham were in attendance. They informed the Council of a football match they were trying to arrange in the school holidays called Cops V Kids and wanted to ask the Parish Council if they would be happy to donate the medals for those who take part. Each participant will receive a water bottle donated by the safer neighbourhoods team and the match will take place at Killamarsh active. The medals cost approximately £25 in total.

Cllr Lacey proposed that the Council make the donation of the medals and Cllr Windle seconded the proposal, all Councillors were in favour.

The Clerk informed PC Graham and PCSO Stevenson that the office would purchase the medals and let them know when they were available for collection.

Cllr Windle proposed that the Committee write to the former Chair of the Committee, Alex Platts,

to thank him for all his hard work and efforts during his time on the Committee. Cllr Lacey agreed with the proposal and the Chair thanked them both for their kind words.

**EC132 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960**

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

**EC133 Minutes from the previous meeting**

a) To approve the draft minutes of the Events & Communications Committee meeting held on 11th April 2023.

**RESOLVED: That the minutes of the meeting held on the 11th April 2023 are a true and accurate record.**

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

EC121 - With the exception of Killamarsh Infant school the prizes for the portrait competition and coronation gifts have been handed out. The Clerk informed the committee that the decision was made to purchase book marks as gifts for the children as these were the only things readily available and within budget. The book marks were the same design as the Queens jubilee ones but in cream and gold.

EC122 - The Events manager has spoken to the contact at Gulliver's and will be arranging a meeting with him on his return from annual leave. She is trying to get their mascot to make an appearance at the Village Festival.

EC125 - The Clerk and Events Manager are looking at separating the current hire policy for the Hub and Parish Suite and will forward the draft versions at the next meeting for Councillors to consider.

**EC134 Appointment of a Vice Chair**

- To consider and approve the appointment of the Vice Chair of the committee.

Cllr Windle nominated Cllr C Lacey for the position and Cllr Wood seconded the nomination. All Councillors were in favour.

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

**EC135 Parish Suite Refurbishment**

The Clerk informed Councillors that the grant application to the FCC has been submitted and all supplementary information has been provided. The outcome of the application should be known by the end of June.

The Clerk informed the committee that if the submission is unsuccessful there is the option to apply for the Governments Levelling up funding which was previously unavailable to Parish Councils. The closing date for expressions of interest is in June so the Clerk will prepare the necessary application as a back up.

**EC136**

**Village Festival**

The Events Manager updated the committee on the village festival plans.

The event has now been plotted out.

23 stalls have been confirmed.

Radio Derbyshire will be attending.

4 Catering stalls are confirmed with another possible if they can remedy their generator issues.

Several Demonstrations have been arranged.

The Travellers Rest is interested in providing the outside bar and is looking into it, a back up has been arranged if this doesn't materialise.

Extreme Wheels has been an issue due to the amount of space they require but this has hopefully been resolved.

A few small fairground rides will be in the car park along with another catering outlet.

The Scouts bus will also be in the car park.

Emergency Services will also be in attendance if they are able to.

A children's entertainer has also been arranged.

Use of the car park is subject to the TENS licence being obtained so the Clerk and Events Manager will make this their next priority.

Councillors thanked the Events Manager for the update and for all her hard work bringing this event together.

**EC137**

**Community Activities**

a) To consider and approve the chosen charity for the 2024 Killamarsh Calendar.

The Events Manager read out the results of the poll that was put on Killamarsh Voice for residents to vote for their preferred charity. First place went to New Hope Food Bank.

Cllr Lacey proposed that New Hope Food Bank receive the proceeds and Cllr Clough seconded the proposal all Councillors were in agreement.

**RESOLVED: That New Hope Food Bank are the chosen charity for the 2024 Killamarsh Calendar.**

b) To discuss whether the Council would like to run the competition for 2025, consider the theme and approve the project to be undertaken by the Events and Marketing Manager.

Councillors considered whether to wait and see how the sales of the calendar go or to start the ball rolling with another competition. Cllr Lacey suggested that by continuing over time it could become a thing residents come to expect.

**RESOLVED: That a competition for 2025 is launched.**

Councillors were asked what theme they wanted for the competition. Cllr Lacey suggested 'Killamarsh Points of Interest' and Councillors agreed with the suggestion. It was agreed that each entrant can submit a maximum of 3 photo's each of their choice.

**RESOLVED: That the theme of the competition is Killamarsh Points of Interest.**

**EC138**

**Remembrance Sunday**

a) To note the date and time of the Remembrance Sunday service.

The Clerk asked the Committee if they still wanted the event to take place in the afternoon as it had in previous years. Cllr Fletcher asked why it was held in the afternoon and it was explained that this was to allow more dignitaries to attend.

**RESOLVED: That the Remembrance Service will be held on the 12th November 2023 from 2.30pm.**

b) To consider and approve the Parish Councils role in the event.

The Clerk asked the committee to confirm that they still wanted the office to organise the road closures, marshals, band, order of service and refreshments.

**RESOLVED: That the Parish Council will organise the event in keeping with previous years.**

**EC139**

### **Christmas Projects**

- To consider what projects the Council would like to undertake for the Christmas period.

The Committee discussed ideas for the Events Manager to look into:

Outdoor Christmas Market and band playing Christmas.

Christmas Carol concerts, maybe one for families and also one for school children to perform for elderly residents.

Children's parties with an appearance from Father Christmas

Christmas Craft market in the Hub or Parish Suite

Christmas trail competition

The Events Manager said she would look into the possibilities and report back to the committee.

The Clerk informed the committee that more investigatory work needs to take place on the cost of lamp post testing before village illuminations are discussed. The cost of lamp post testing has dramatically increased since the Council was last required to carry this out and is a mandatory requirement if the Council wants to use the lamp posts for hanging trees or floral decorations. Each test is valid for 12 months so there has been no requirement to have them tested for the hanging baskets.

**EC140**

### **Killamarsh Community Hub**

- To receive an update on bookings and enquiries.

The Events Manager informed Councillors of the current bookings in the hub and enquiries she was following up on.

Pilates - 2 sessions per week

Natterchat - 1 session per month but looking to expand the frequency

Killamarsh Dreams - weekly drama club during the school holidays

Defib Training

Potential baby sensory and rhyme time sessions- these groups will need baby changing facilities providing and the Clerk has purchased one to be installed. Ideally it should be in the disabled toilets but the only space available is directly above the radiator. Cllr Windle suggested moving the radiator if there was no room to have one in both the ladies and gents toilets. The Clerk suggested a table on wheels that could be left in a quiet / private space.

Cllr Fletcher suggested being a hub for speed awareness sessions

Cllr Clough informed the Events Manager that the Camera Club was interested in hiring the hub and said he would pass on their contact details.

Cllr Lacey asked if Citizens Advice could be approached

The Clerk and Events Manager gave the committee a list of potential people they can approach to



bring activities for the communities benefit.

**EC141 Noticeboards**

- To consider whether the Parish Council needs more noticeboards in the village and to recommend this to Council for approval.

The Clerk suggested that a noticeboard outside the Parish Suite would be useful and asked about other areas in the village.

Cllr Reed asked if the Council had looked at digital noticeboards. He suggested the Parish Office, Killamarsh Active and Aldi as potential sites and explained how these could work. Cllr Reed said that he would be happy to help the office look into this as he had experience in using them.

It was agreed that this would be looked into and brought back to a future meeting.

**EC142 Communications**

a) To receive an update on progress on Social Media from the Events Manager.

The Events Manager gave an update on the Councils social media page and reported a 20% increase in followers and an increased engagement with posts.

b) To approve the advertising of the Village Festival in the Doorsteppa

The Events Manager asked if she was able to advertise the Village festival in the July addition of the Doorsteppa and arrange for flyers and posters to be printed and distributed to local shops.

**RESOLVED: That the Events Manager advertises the Village Festival in the Doorsteppa and has Posters and flyers produced using the publicity budget.**

c) To consider and approve when the next edition of the Newsletter should be published.

Given the offices current work load and the fact that the Clerk will need to take on the role of editor it was agreed that the next edition of the newsletter be scheduled for September 2023 and that a meeting in early August be scheduled to approve the draft.

**RESOLVED: That the next edition of the newsletter will go in the September edition of the Doorsteppa and an Events meeting arranged for early August.**

d) To consider and approve who will take on the role of editor for the Newsletter.

As it is in her job description it was agreed that the Clerk should take on the role with the support of other office staff. The Clerk said she had no experience of using publisher so would need a little longer to put the articles together. Cllr Clough said there may be a template to follow and Cllr Lacey offer her assistance to show the Clerk how to use publisher.

**RESOLVED: That the role of editor falls to the Clerk.**

e) To consider and approve the content of the newsletter.

The following articles were agreed.

Meet your new Councillors & staff  
2025 Calendar comp  
Promote the Hub  
Parish Suite update

Events promotions  
Norwood Play area  
Low Cost meal ideas - Cllr Lacey to supply.

Cllr Wood asked if there was any possibility of having a larger print version. The Clerk agreed to looking into having a 4 page A4 leaflet to go out with the Doorsteppa rather than inside.

#### **EC143 Budget Requirements**

- To review the 23/24 Committee budget and approve any amendments required.

The Clerk had circulated the budget prior to the meeting and gave Councillors an updated version with costs to date included. The Committee went through the budget and discussed some of the lines.

Cllr Lacey asked which stock taker would be used and the Clerk said she would ask Cllr Fletcher for his recommendation. The Clerk suggested they should be involved as soon as the Suite reopens.

The Clerk also mentioned the DPS licence and that she would like to get an exemption certificate to remove the need for a named DPS and allow the Council as a Committee to take on the role.

The Clerk also intended looking at the current premises licence and to amend it to include the Hub and field area.

Cllr Wood raised the question of solar panels for the Hub and to look at the possibility of funding. The clerk suggested this should be looked at by the Environment Committee under a building efficiency review.

Cllr Lacey suggested asking local cleaners to look at deep cleaning the kitchen area rather than a large company. The Council then briefly discussed hiring the kitchen out.

Cllr Windle mentioned removing the canopy at the entrance to the Hub to stop it being used as a shelter for youths. The Clerk confirmed she had spoken to a builder who said it would need plans, structural checks and planning permission. Cllr Windle then suggested looking into having the area boxed in as an alternative to taking it down.

#### **EC144 Items for discussion for a future agenda**

- To inform the Clerk of items for future meetings

Youth Council  
Website update of information and Links - The Clerk and Cllr Lacey to look at this.  
Activities for youths and elderly residents  
Youth club provision  
Awards for All grants  
Policy Hire

The Clerk was asked to look into Business Cards for Councillors and the Events Manager.

Cllr Windle asked for the use of the former Housing Office building to be put on a Full Council agenda.

#### **EC145 Date of the Next Council Meeting**

a) 13th September 2023 - another meeting to be arranged for early August.

b) To consider and approve the starting time for future Event Committee Meetings

**RESOLVED: That all future Events & Communication Committee Meetings will commence at 6.30pm**

