



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

### EC146 Chair's Announcements

The Chair welcomed everyone to the meeting.

### EC147 Apologies for Absence

There were no apologies received.

### EC148 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

### EC149 Adjournment for Public Participation

There were no members of the public in attendance.

### EC150 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items considered to be of a confidential nature.

### EC151 Minutes from the previous meeting

a. To approve the draft minutes of the Full Council meeting held on 7th June 2023.

**RESOLVED: That the minutes of the meeting held on the 7th June 2023 are a true and accurate record.**

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

There were no items to discuss.

**EC152 Parish Suite Refurbishment**

a. To receive an update

The Clerk informed the Committee that she was waiting for the formal grant contract to sign and then works can commence on the refurbishment.

The Contractor has been on site a few times to start measuring up and the stage has been taken out. Once the project he is currently working on finishes he will be able to start the refurbishment. Hopefully this will all fall into place with the grant availability.

Once works start if he can get all the trades people lined up properly he is hopeful it should take 2-3 months to complete.

b. To consider and approve what to do with the piano in the Suite

The Clerk asked Councillors about disposing of surplus equipment in general and purchasing new seating for the Hub. The Clerk had already received £500 towards the costs from Cllr Renwick. Cllr Reed suggested District Councillors could look into getting more donations towards the equipment needed.

The events manager said she had a company coming out to look at surplus equipment with a view to exchanging it for office furniture that was needed.

Councillors agreed that the office staff should be allowed to do what they see fit with any surplus equipment and purchase what was required for the Hub.

**RESOLVED: That the Committee approves the disposal of surplus equipment and purchase of any replacements required.**

**EC153 Village Festival**

a. To receive feedback

The events manager informed Councillors that she contacted all stall holders early Friday afternoon and received thanks for giving them advanced notice. She reported no adverse reaction to it being cancelled but was personally disappointed it had not gone ahead.

The committee discussed alternative provision for future events possibly in the suite or leisure centre

Cllr Clough wanted his thanks to go on record to the staffs hard work pulling this event together and the committee agreed.

b. To consider and approve the date of the 2024 festival.

The events manager informed the Committee of the dates already confirmed by neighbouring villages and suggested looking at a date in June.

**RESOLVED: The Village Festival will take place on the 22nd June 2024 at 11.00am until 4.00pm**

Councillors also discussed the possibility of a family evening event in the suite following on from the festival, this is to be discussed at a future meeting.

**EC154 Remembrance Sunday**

- To receive an update

The events manager provided an update on arrangements already in place and confirmed that the road closure application had been submitted.

Cllr Wood informed the meeting that G Malkin of the RBL is retiring. The Clerk informed Councillors that he had been to see her about the wreaths and that he still had some for sale. Cllr Clough said he would contact him to see how many he had available.

Cllr Wood suggested that the Council write to Mr Malkin and thank him for his years of service.

**EC155 Christmas Projects**

a. The Events Manager listed the following events for the committee to consider and they were discussed in turn.

- Breakfast with Santa- 9th December 10am until 12 noon
- Christmas Craft Fayre - 3rd December, time to be decided.
- Wreath making - approached a local florist who puts on this class for places like Aston Hall, she provides all the equipment and charges £30pp for a minimum of 15 people. Could add an additional amount on and include a drink and snack. Similar classes are priced at £35 per person.
- Brass Band concert - 17th December at 3pm until 5pm, charge a small fee and include mulled wine and mince pie.
- Children's Christmas Party - 15th December 6pm until 8/9pm Kids disco and games. Cllr Lacey suggested a two session approach for different age groups.
- Pensioners Christmas Lunch - with entertainment. It was agreed to change this to a Community Christmas lunch to be more inclusive.
- New Years Eve Family party. Possibly offer chicken in a basket and a disco included in the price. The Committee asked that the costings be looked at for the next meeting so that a fair ticket price can be set.

**RESOLVED: That the list of proposed events are approved.**

Cllr Lacey asked about the Parish Suite reopening celebration. It was agreed that this could be discussed when a completion date for the suite was known. The events manager suggested some kind of open weekend where the suite could be dressed and showcased to residents.

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

The Clerk informed the Committee that she had approached a lady who she had used in her previous role to look at the kitchen in its current state and ask her for her thoughts. The feedback was that the kitchen was more than adequate and that a thorough sort out and deep clean would get it up and running again. She estimated that it would take her about a week to complete at a cost of £950. The Clerk reported that the other quote she had was almost £2000.

The Clerk also recommended that the Committee approve using the lady on a trial basis to provide the catering for the Christmas events.

**RESOLVED: That the Committee approves the Clerks recommendation.**

The Clerk also informed the Council that the bar supervisor at her previous Council would be happy to take on the similar role for Killamarsh. She is a very experience bar supervisor with an excellent customer service reputation. The Clerk felt that it was important to get the correctly skilled people in to support the events manager and use local people to help with other roles such as bar and waiting staff.

The Committee agreed and suggested that this be looked at by the Health, Safety and Wellbeing Committee.

**RESOLVED: That the Clerk refer the employment of a bar supervisor to the Health, Safety and Wellbeing Committee.**

**EC156            Communications**

- To consider, amend and approve the newsletter.

The Clerk had circulated the newsletter prior to the meeting and issued Councillors with a hard copy. A space had been left available for the Christmas events article.

**RESOLVED: That the newsletter is approved for publication.**

**EC157            Community Events**

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

The Clerk informed the Committee that a document had been sent out by the Pageant Master Bruno Peek with recommendations on how to mark the historic occasion.

The Clerk highlighted a few suggestions such as a beacon for the village and also some kind of celebration party in the Parish Suite. The Clerk said she would summarise the document and report back at the next meeting.

**EC158            Agenda items requested by Members**

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

80th anniversary of D-Day  
Christmas edition of the newsletter  
18th / 21st birthday policy  
Room Hire Policy

**EC159            Date of the Next Council Meeting**

- To note the date of the next full council meeting is scheduled for 13th September 2023.

Meeting Closed 20.00