

MINUTES OF HEMSBY PARISH COUNCIL EVENTS COMMITTEE MEETING

Which took place at Hemsby Pavilion on: **Wednesday 2nd March 2022 7.30pm,**

PC Cllrs Present: Cllr Nash (chairman of the Events Committee), Cllr Kyriacou, Cllr M Kern, Cllr Bennett. PC Cllrs non-committee members Cllr Taylor. Apology received Cllr S Bensly.

Resident Members present: Nicola & Gavin Rivett, Lauren Gates, Corinne Wilson, Paul Filmer, Tina Nudd. No apologies received from Lisa Lonergan & Katherine Nicholls.

Clerk: Mrs Kerrie Wilton.

1. DECLARATIONS OF INTEREST AND DISPENSATIONS.

Cllr Kyriacou Playingfield & Village Hall

Cllr Taylor Hemsby in Bloom

2. It was noted that the Parish Council has accepted the residents on to the Committee. All of the Committee members present gave their permission for their contact details to be shared within in the committee.
3. It was noted that the Parish Council have confirmed the initial draft event schedule for 2022/23. Tina advised that it was unlikely that the car show event could take place as the car club they had earmarked was not available. Cllr Bennett offered to draw up a leaflet of the proposed events & dates for the year to be circulated within the village. It was requested the a 'Mindful' event be run by the Events Committee & Tina has already been in touch with someone to deliver this to residents, it was agreed that the Pavilion could be used.
4. The Village Hall bookings were to be confirmed for the Christmas event only on 1 December 2022, the clerk will confirm this with the Village Hall for 2pm to 8pm. For the other events it was agreed that the pavilion should be available to the Events Committee as well as the Playing field.

5. EASTER EVENT

5.1 It was reported that there had been a working group held on 16th February at the Pavilion but not all committee members were aware. Cllr Kyriacou commented that the Parish Council are there to help so please keep them informed of the dates & times of all working groups.

5.2 Lauren advised that she has completed & issued an easter egg decorating competition to the children at the school, there will also be a version available for primary age children from the village who do not attend Hemsby school. It was requested that all literature etc includes the name of Hemsby Parish Council Events Committee & the logo if possible so that everyone can relate it to the Parish Council.

5.3 Nicola & Gavin have been working on the easter egg trail (likely to be hosted on Google Maps), that will take place around the village, they are hoping for a donation of eggs from local businesses. There will be number of sites to visit & a simple anagram to decipher, the completed entries will be placed in the events post box at Tina's house and the winners will be drawn out at the Parish Council meeting in April.

5.4 The posters for the event will be designed bearing the HPC Events Committee headline & Tina will print them on the printer that the NHP currently hold. The Clerk advised that there are 3 noticeboards in use in the village that they can be displayed on also. It was agreed that any social media posts will be forwarded to the clerk to be posted on the PC Facebook site & from there they can be shared on to any other Facebook page.

5.5 Cllr Bennett offered to write the Risk Assessment & it was agreed that there should be some guidance for the participants to follow to ensure that they are aware of their own safety.

6. JUBILEE EVENT

6.1 Tina advised that working party have come up with the idea of three Jubilee door wreath making sessions to be held in the pavilion, they will be looking for donations for materials & she will donate the wreath rings, the workshops will cost £10 inc VAT per wreath made. It is hoped that additional ones can be made & sold to raise additional funds for the event. This was agreed. It was also discussed how the payment should be taken as the clerk advised that the PC now bank on line, it was agreed in this instance that a receipt book will be provided but participants could also pay into the Parish Council bank account direct.

6.2 Cllr Nash requested that an itinerary is drawn up for the days events as it is to run from 2pm to 8pm around the main event of Picnic in the Park (bring your own picnic) There was mention of a singer, dance troops, craft stalls. Other suggestions were made of local stall holders that may be able to attend & each person was going to take the lead to contact them for their availability & report back to the next meeting with costings etc.

6.3 Cllr Bennett offered to contact the stall holders again who were previously to attend the 2021 Norfolk Day event to see if they wish to attend. All stall holders will be asked to provide their own tables & Gazebos the fee will be £15 inc VAT per stall. Commercial stalls will be £30 inc Vat. The invoices will be raised by the RFO.

6.4 Tina advised that she had obtained some quotations for the provision of marquee(s) for some of the performers to use & in case of wet weather. It was agreed to try to book one marquee that had sides that could be lifted up & a floor. A budget of up to £800 inc VAT was agreed.

6.5 Cllr Nash advised that he has made a first approach to GYBC SPAG team & awaits their reply.

6.6 Cllr Taylor asked if it had been established if there was any event cancellation cover in the Parish Councils policy, it was confirmed that there was not at present however the policy is due for renewal early summer. It was agreed that terms & conditions to the stall holders etc will be defined that the full fee will be payable unless the event is cancelled due to COVID. It will also cover that they need to have their own public liability insurance & appropriate licences/certificates etc & provide them to the committee prior to each event.

6.7 Cllr Bennett mentioned that she had set up an email address for the Norfolk day event & it was requested that it was changed slightly to become hemsbyparishcouncilevents@gmail.com. & the password be provided to the Chairman & the clerk.

6.8 Cllr Nash advised that he is currently exploring ways that the Parish Council/Events Committee can take cash less payments, either by an APP or a tablet type device.

7. Next Parish Council Events Committee meeting date

To agree the minutes of 9/2/2022 & 2/3/22 minutes.

To discuss support to the fireworks event in November.

Christmas event planning & itinerary

Meeting ended 9:30pm