

MINUTES OF HEMSBY PARISH COUNCIL EVENTS COMMITTEE MEETING

Which took place at Hemsby Pavilion on: Thursday 14th April 2022 7.30pm working groups started & the meeting commenced at 7.57pm

MINUTES

1. ATTENDANCE

PC Cllrs Present: Cllr Nash (chairman of the Events Committee), Cllr M Kern arrived 7:57pm, Cllr Taylor. Apology received Cllr Kyriacou, No apology received from Cllr S Bensly.

Resident Members present: Nicola & Gavin Rivett, Lauren Gates, Paul Filmer, Tina Nudd. Apology received from Katherine Nicholls. No apology received from Corinne Wilson. It was noted that Lisa Lonergan has resigned from the Committee.

Clerk: Mrs Kerrie Wilton.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS None.

3. MINUTES OF PREVIOUS MEETING

3.1 The accuracy of the minutes of the Parish Council Meeting held on **9th February 2022 & 2nd March 2022** were agreed & duly signed by Cllr Nash.

4. ADMINISTATIVE/DAY TO DAY MATTERS

4.1 It was noted Parish Council has accepted that Cllr Bennett has stepped down from the Events Committee and that Cllr Taylor has been accepted as a new Cllr Member.

4.2 It was noted that the Clerk has created an email address for receiving formal communications from the public about events and to submit booking forms, etc hemsbypcevents@outlook.com Cllr Taylor to be given access.

4.3 It was noted that the Chair has requested the RFO to advise on how the PC may be able to integrate taking card payments into the Council Standing Orders. **This is still ongoing.**

4.4 Cllr Kern provided a summary on the current income, expenditure and budget position & expects to be able to update after the next full parish council meeting being held on 25th April 2022.

4.5 Cllr Nash requested that all publications/posters must, as a minimum, include reference to the Events Committee at either the head or foot of the publication explicitly written as per the TOR "Hemsby Parish Council Events Committee" and no smaller than font size 11.

4.6 It was noted that future events must include notices that state photos may be taken of the event for publicity purposes & by entering the event you are consenting to this happening. It was agreed that this could be a small poster at the entrances to the Playing field.

4.7 Resident Member Tina Nudd gave a verbal report for a proposed Community Café later in the year to be covered by volunteers in the group, this will be added to the agenda for the Full PC's consideration at the April meeting. It was requested that Tina make some preliminary enquiries with GYBC Environmental Health department as to their requirements if refreshments & cakes etc are to be provided.

- RECCOMENDATION TO FULL COUNCIL

5. WREATH MAKING WORKSHOPS

5.1 It was noted that two workshops have been held and it was agreed that these would be adopted by the Committee as they were not agenda items in February or March.

5.2 An update from the working party on the sessions was given that 19 people had attended & that Tina would send over the **£190 charged** via BACS into the Parish Council's bank account. **It is hoped that another date will be set up shortly & the clerk will be advised in order that she can assist to publicise it.**

6. EASTER EVENT

6.1 An update was provided for the Easter Trail taking place 15th – 18th April 2022 that all of the designs submitted by the school children appear around the village. It was agreed to extend the date until 24th April 2022. Easter egg prizes have been donated by Co-op Hemsby, Carousel Amusements & Blond hairdressers. **It was agreed that a letter of thanks be drafted for agreement at the next meeting.**

6.2 The risk assessment was agreed & it was noted that additional guidance had been added to accompany the poster on the Facebook page to remind participants of safety concerns whilst taking part.

7. MIND WELLBEING EVENT

7.1 Tina gave an update from the working party for the Mind Wellbeing Event taking place at the Pavilion on Wednesday 27th April 2022, she advised that the refreshments were being donated & there was no cost in holding this event. There will be a short presentation & then advisor's will be available for one-to one chats.

8. JUBILEE EVENT

8.1 The working party gave a list of performers, entertainers etc & it was agreed that;

8.1.1 There would be four singers invited to attend, Macey Niah, Hazel Louise, Dom Uppiah & Daniella Beck. = **£530 maximum**

8.1.2 Four dance groups to attend. Icenis, Isabella's, Lisa White & Morgan's dance academy.

8.1.3 A circus workshop offering 3x 45 minute sessions as well as a Party Bus for 4hrs. = **£750**

8.1.4 Andrew Miller will compare for the day, he also does balloon modelling & walk around entertainment.= **£400**

8.1.5 There might be a brewery stall willing to attend, Gavin is working in that & he will send them a booking form.

8.1.6 Tina advised that she is trying to arrange a Tug of War.

8.1.7 Cllr Kern advised that Richardson's Leisure might be able to supply walk round characters for part of the day.

8.1.8 It was noted that all invoices & booking confirmations to be supplied in the name of the Parish Council, otherwise they can not be paid. All performers must also supply their proof of insurance etc.

8.2 It was agreed that registered charities based in Hemsby would qualify for a free stall.

8.3 24 forms have been issued & 7 of those received back & paid =**£120** (insurance etc provided)

8.4 The estimated number of attendees is around 400 however this will depend on the weather & neighbouring villages holding events at the same time.

8.5 **It was agreed that Cllr Nash** will make the application for a TEN (live music / alcohol) (max. 499 attendees) & pay the associated fees. He will also enquire about the necessity for a PRS licence.

8.6 Tina gave feedback on the marquee that she understood that the booking has been made by a former member of the Committee = **£800**. Tina will check the size being supplied & that it has sides that can be lowered if required & obtain a booking confirmation.

8.7 To consider the field layout. – **To be provided prior to the May meeting (working group).**

8.8 To consider electricity supply – The external socket has not yet been installed. - **Clerk to arrange it asap.**

8.9 To consider car parking arrangements / management. – **To be provided prior to the May meeting (working group).**

- 8.10 To consider a job list for the day, consider allocation of roles. – **To be provided prior to the May meeting (working group).**
- 8.11 The purchase of hi-vis for ‘event stewards’ was **agreed up to the value of £50, Cllr Nash to source.**
- 8.12 Due to the insurance requirements for the provisions of a first aider, it was agreed that local providers will be contacted, one of the committee members is a qualified first aider however they are unsure if they will be available on the day to undertake the role.
- 8.13 To consider waste disposal. – **Delayed until May meeting.**
- 8.14 It was noted that there is an external disabled access toilet facility at the pavilion, changing room 1 could also be opened for use, further discussions/considerations might be required.
- 8.15 To consider event risk assessment. – **Tina Nudd to liaise with Angela Bennett and provide draft risk assessment prior to the May meeting.**
- 8.16 To consider emergency planning. – **Delayed until May meeting.**
- 8.17 To consider communication methods on the day. – **Delayed until May meeting.**

9. VILLAGE HALL FIREWORKS

To discuss support to the Village Hall Fireworks event taking place on Wednesday 2nd November 2022. – **Delayed until a meeting after the June event.**

10. HALLOWEEN PUMPKIN TRAIL

10.1 Nicola advised that she no longer wished for this event to be under the Hemsby Parish Council Events Committee & **it was agreed to remove it from the schedule of events & the Full PC will be advised.**

11. CHRISTMAS CRAFT FAIR

11.1 To consider any comments in readiness for this event, due to take place on Thursday 1st December 2022. – **Delayed until a meeting after the June event.**

12. SANTA FAMILY FUN RUN

12.1 To consider any comments in readiness for this event, due to take place on Sunday 11th December 2022. – **Delayed until a meeting after the June event.**

Next meeting 5th May 2022 7.45pm Hemsby Pavilion;

Community Café – Tina

Jubilee event: First aid provision, Layout of field, Running order of events, stall holder updates

Easter Egg Trail: Thank you letters & prize winners