

MINUTES OF HEMSBY PARISH COUNCIL EVENTS COMMITTEE MEETING

Which took place at Hemsby Pavilion on: **Thursday 5th May 2022 7.30pm**

MINUTES

1. Cllr Bennett was elected to the Chairmans role following Cllr Nash leaving the Parish Council & her agreeing to return to the Events Committee.
2. **ATTENDANCE**
PC Cllrs Present: Cllr Bennett (chairman of the Events Committee), Cllr M Kern, Cllr Taylor. Apology received Cllr Kyriacou, No apology received from Cllr S Bensly.
Resident Members present: Nicola Rivett, Paul Filmer, Tina Nudd. Apology received from Katherine Nicholls & Gavin Rivett. No apology received from Corinne Wilson & Lauren Gates. One member of the public attended. Clerk: Mrs Kerrie Wilton.
3. **DECLARATIONS OF INTEREST AND DISPENSATIONS** None.
4. **MINUTES OF PREVIOUS MEETING**
4.1 The accuracy of the minutes of the Parish Council Meeting held on **14th April 2022** were agreed will be signed by Cllr Bennett at the next meeting.
5. **ADMINISTRATIVE/DAY TO DAY MATTERS**
5.1 Resident Member Tina Nudd gave a brief update on the proposed Community Cafe as she has held an online poll to ascertain if there is a need in the village as well as trying to get volunteers to commit to help run it.
6. **WREATH MAKING WORKSHOPS**
6.1 It is hoped that more events can be held.
7. **EASTER EVENT**
7.1 Nicola advised that all the winners had been contacted & they have collected their prizes. A poster has been prepared to share the winners names & their parents had granted consent for their names to appear on the posters. Clerk to put copy on noticeboards & Facebook page.
7.2 The draft letter was not available at the meeting, but will be circulated to all committee members for approval.
-Action Clerk
8. **MIND WELLBEING EVENT**
Tina gave an update on the Mind Wellbeing Event taking place at the Pavilion on Wednesday 27th April 2022, she advised that some residents did attend, the organisers took away some referrals. It is hoped that this event may be repeated in conjunction with a Community Café event.
9. **JUBILEE EVENT**
9.1 The working party gave a list of performers, entertainers etc & it was agreed that;
9.1.1 It was agreed that there would be a children/s craft activity run in the marquee, Cllr Bennett & Cllr Nudd to source resources.
9.1.2 It was agreed to purchase three banners to advertise the event at a **maximum spend of £120.**

- 9.1.3 It was agreed to purchase generic bunting at a **maximum spend of £250** Cllr Kern to source
- 9.1.4 It was agreed to hold a raffle at the event, Tina to seek donations of prizes.
- 9.1.5 Cllr Bennett agreed to supply party bags for the children, these would contain sweets, wildflower seeds, jubilee colouring book, crayons etc.
- 9.1.6 All of the performers details sent to the Clerk were given to Cllr Bennett in order that their bookings & requirements of equipment can be confirmed.
- 9.1.7 **It was agreed to pay the children's face painter £140**, so that it continued to be a free event. It was noted that this must be clearly signed as a free activity.
- 9.1.8 The offer of a free band from Jonathan Olley was accepted & a committee member will liaise with him.
- 9.1.9 Cllr Kyriacou is sourcing a trailer for the performers to use.
- 9.1.10 Other local trade entertainment stalls may be contacted who have previously attended & costings will be presented at the next meeting.
- 9.1.11 It was agreed that local registered charity stalls & others by agreement of the committee will be offered a free stall at the jubilee event. The stall holders form will be amended by the clerk & circulated to all committee members.
- 9.2 It was noted that 13 stall forms issued have been returned & paid, there are other forms that have been returned but they are incomplete (either no insurance or no payment received). These will be followed up by members of the committee & the clerk to provide proof of the payments received into the bank account so far.
- 9.3 It was noted that an application for a TEN has been submitted to GYBC & paid.
- 9.4 The marquee details had been received via email it is 9m X 9m including a floor **costing £720 including VAT**.
- 9.5 The field layout (including stall holder & performers requirements) will be finalised after the closing date for the stalls so the final date is known.
- 9.6 The Social Club have offered an electricity supply. It is hoped that the new external socket at the pavilion will be installed in time also.
- 9.7 The car parking will be allocated the same area as is used for the carboot sale. Stakes & tape to be sourced by Cllr Kern.
- 9.8 To consider a job list for the day, consider allocation of roles – to be discussed at next meeting. Two volunteers had come forward to help on the day but it is likely that other volunteers will be required.
- 9.9 To note that the clerk has purchased 6 hi-vis vests, this will be labelled 'Hemsby Parish Council' by Cllr Bennett so that they can be used for all future events.
- 9.10 Cllr Kern & Cllr Bennett will both be in attendance on the day & they have advised that they are trained first aiders. Green signs will be in the pavilion window with the numbers of the first aiders displayed.
- 9.11 It was agreed that all stall holders will be given a black bag on arrival to take their rubbish home with them, all attendees will also be offered a black bag & it is hoped that the Parish Council trade waste bin in the burial ground can be used.
- 9.12 Toilet facilities will be available in line with the car boot sale.
- 9.13 The presented event risk assessment requires minor amendments & this will be presented back to the next committee meeting for adoption.
- 9.14 Emergency planning, it was agreed that the main pavilion room will be used on the day by the committee members, an assembly point will be identified, all of the stewards will wear hi-viz vests, all members will swap mobile numbers with each other.

9.15 Communication methods on the day will be dealt with by use of mobile phone as in item 9.14.

Meeting ended 9:30pm.

Next meeting Thursday 19th May 2022 7.30pm Hemsby Pavilion;

Community Café – Tina

Jubilee event: Layout of field, Running order of events, stall holder updates, childrens party bags & all other outstanding or new items.

Draft