

## ILLOGAN PARISH COUNCIL

Minutes of the Illogan Events Committee held at The Council Office, Tolvaddon Energy Park on Monday 17<sup>th</sup> November 2014 at 7.00 pm.

PRESENT: Cllr Mrs M Loxton (Chairman), Cllr L Pavey (Vice Chairman), G Ford and Mrs M Roberts and Mr D Dolling

ALSO PRESENT: Ms S Willsher (Clerk)

The Chairman explained the safety procedures.

### **EC14/11/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr D Crabtree and Mrs S Prouse. Mrs P Martin had resigned from the Committee.

### **EC14/11/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25**

There were no interests declared.

### **EC14/11/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

### **EC14/11/4 PUBLIC PARTICIPATION (MAXIMUM OF 15 MINUTES – EVERY SPEAKER A LIMIT OF 3 MINUTES UNDER COUNCIL STANDING ORDERS)**

There were no members of the public present.

### **EC14/11/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 6<sup>TH</sup> OCTOBER 2014 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Ford, seconded by Cllr Pavey and

### **EC14/11/5.2 RESOLVED that the minutes of the meeting of the Events Committee held on the 6<sup>th</sup> October 2014 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

### **EC14/11/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

It was reported that the planting of the tree in Manningham Wood to commemorate the 10<sup>th</sup> anniversary of the opening of the woods went

well. The tree had been donated. The plaque was in the notice board at the entrance to the wood. Illogan School had some photos of the planting and had agreed to give copies to Mr Dolling.

**EC14/11/7**

**TO RECEIVE AN UPDATE ON THE EVENTS BUDGET AND AGREE ANY FUTURE ACTIONS**

The Clerk circulated an updated financial statement for the Events budgets. The Clerk reported that the signs had eventually been delivered after a lot of chasing. The signs were of a poor quality and were several were bent, scratched and rusty. The Clerk circulated to members the original quote for the signs, the invoice and email correspondence regarding the signs that had been delivered. She highlighted that in the original quote they had offered a 5% discount as there were more than 20 signs; this did not seem to be deducted on the invoice. The supplier had offered a 10% discount on the signs. Further to discussion:

It was proposed by Cllr Ford, seconded by Cllr Mrs Roberts and

**EC14/11/7.2**

**RESOLVED**

**that the Council would keep the signs providing that the 5% for ordering more than 20 signs was deducted from the invoice and that the additional 10% was deducted for the poor quality of the signs delivered.**

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Pavey, seconded by Cllr Mrs Loxton and

**EC14/11/7.3**

**RESOLVED**

**that funds are vired from the Revenue Budget to the Capital Budget to balance the budgets.**

On a vote being taken the matter was approved unanimously.

**EC14/11/8**

**TO REVIEW THE ACTION PLAN FOR THE ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT AND AGREE ANY FUTURE ACTIONS**

Members reviewed the actions plans and further to discussion:

It was proposed by Cllr Ford, seconded by Cllr Mrs Roberts and

**EC14/11/8.2**

**RESOLVED**

**that the Illogan School Christmas Card Competition would be judged at 6.30pm on Wednesday 26<sup>th</sup> November 2014 before the Governance Review Committee meeting by two Councillors and the Clerk, the two Councillors would be any two of the following – Cllrs Ford, Mrs Loxton and Pavey.**

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ford, seconded by Cllr Mrs Loxton and

**EC14/11/8.3 RESOLVED that three large selection boxes are purchased for the prizes for the Illogan School Christmas Card Competition at a maximum cost of £50.**

On a vote being taken the matter was approved unanimously.

The Clerk reported that the trees would be delivered and erected on Monday 1<sup>st</sup> December at 10.45am at the Robartes Arms and then the New Inn. It was agreed that the trees would be decorated after they were erected on Monday 1<sup>st</sup> December 2014. The Clerk, Administration Assistant (if available), Mr Heyes, Mr Dolling, Mr Wilkins and Cllr Mrs Loxton (if available) would assist with the erections and dressing of the Christmas trees.

The Clerk reported that she had spoken to the landlord of the Robartes Arms and he was happy with the arrangements for the Christmas trees and Switch On event.

It was agreed that the Clerk would liaise with Mr Heyes regarding the dismantling of the Christmas trees with a view to removing them on the 5<sup>th</sup> or 6<sup>th</sup> of January 2015. The Clerk would email all members of the Events Committee to let them know the date and time for the removal of the tree.

Mr Dolling reported that he had three sets of battery operated Christmas lights although only two were working. It was agreed that two sets of lights would be sufficient for The Platt.

Mr Dolling reported that the reflectives were no longer available in the UK; reflective stickers were available. Further to discussion:

It was proposed by Cllr Mrs Roberts, seconded by Cllr Mrs Loxton and

**EC14/11/8.4 RESOLVED that 20 reflective stickers are purchased at a maximum cost of £15 total, the stickers would be stuck to trees in Manningham Wood.**

On a vote being taken the matter was approved unanimously.

Cllr Ford had the leaflets regarding the road closures and would be distributing them shortly.

**EC14/11/9 TO REVIEW THE ACTION PLAN FOR THE PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENT AND AGREE ANY FUTURE ACTIONS**

The Christmas tree delivery, erection and dressing was covered above and would be the same as for Illogan.

Cllr Pavey reported that the landlord of the New Inn was unavailable until Wednesday; he would go and see him after Wednesday and check he is happy with the arrangements for the Christmas trees and Christmas lights switch on event.

Cllr Pavey had the leaflets regarding the road closure and would organise to deliver them with Cllr Crabtree.

**EC14/11/10 TO AGREE WHO WILL SWITCH ON THE CHRISTMAS LIGHTS AT ILLOGAN AND PARK BOTTOM**

It was proposed by Cllr Pavey, seconded by Cllr Mrs Roberts and

**EC14/11/10.2 RESOLVED that Mr Alan Pope, Camborne Youth Band, is invited to switch on the Christmas lights at both Illogan and Park Bottom; the Clerk would contact Mr Pope and confirm in writing.**

On a vote being taken the matter was approved unanimously.

**EC14/11/11 TO AGREE WHO WILL PRESENT THE PRIZES FOR THE SCHOOL CHRISTMAS COMPETITION AT ILLOGAN SCHOOL DURING AN ASSEMBLY**

It was agreed that Mr Dolling and if available Cllr Ford would present the prizes for the School Christmas Card Competition during a school assembly.

**EC14/11/12 TO CONFIRM THE ARRANGEMENTS FOR THE CHRISTMAS LIGHTS SWITCH ON EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Members discussed the arrangements for the Christmas Lights Switch On Events and agreed that there would not be snow machines at either event. Further to discussion:

It was proposed by Cllr Ford, seconded by Cllr Mrs Roberts and

**EC14/11/12.2 RESOLVED that 50 clementines were purchased at a maximum cost of £20; the fruit would be used for both switch on events.**

On a vote being taken the matter was approved unanimously.

Cllr Mrs Loxton would take photographs during the event using the Clerk's camera.

It was agreed that Cllrs Ford and Pavey would liaise with Park Bottom Stores regarding refreshments.

It was proposed by Cllr Mrs Loxton, seconded by Cllr Mrs Roberts and

**EC14/11/12.3 RESOLVED that the Clerk should be present at both events and that the Clerk is authorised to work Friday and Saturday evenings at the Christmas Lights Switch On Events; the Clerk would take time off in lieu for the hours worked.**

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Mrs Loxton, seconded by Cllr Pavey and

**EC14/11/12.4 RESOLVED that the carol sheets would be plain with no decorations just the words to the carols.**

On a vote being taken the matter was approved unanimously.

Cllr Ford proposed that the carol sheets should have coloured decorations on them; the proposal was not seconded. Cllr Ford proposed that the carol sheets should have black and white decorations on them; the proposal was not seconded

**EC14/11/13 TO RECEIVE A REPORT FROM THE CLERK ON THE COLLECTION, DISTRIBUTION AND RETURN OF THE SIGNS, INCLUDING A SUITABLE VEHICLE AND MAN POWER TO HANDLE THE SIGNS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The Clerk reported that Cllr Roberts had approached Western Power regarding the collection, distribution and return of the signs as agreed at the last meeting. Western Power had agreed to collect, distribute and collect the signs free of charge. The Clerk had been in contact and had confirmed the arrangements. It was agreed that a letter of thanks would be sent.

The Clerk also reported that Mr Heyes would be collecting the bins, paperwork and other items stored in the container prior to the Illogan Christmas lights event and would safely store them at his home address so that the signs, cones etc could be easily collected and returned to the container and that they were stored at the back of the container. After the event he would return the items to the container so that they would be accessible if needed. The Clerk had contacted the Councils insurance company who were happy that the items were moved, the Council needed to provide details of the address they would be stored at and the duration of time they would be stored there. The Clerk would ask Mr Heyes to check with his home insurer to check that there would be no implications for his home insurance.

**EC14/11/14 TO RECEIVE A REPORT FROM THE CLERK ON THE DELIVERY, ERECTION AND THE TRIMMING OF THE TRUNKS OF THE CHRISTMAS TREES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The Clerk reported that Cllr Roberts had approached Western Power regarding the erection and trimming of the trunk of the Christmas trees. Western Power had agreed to collect the trees from Trevenson Moor Garden Centre, deliver them to the Robartes Arms and New Inn, help with the erection and trim the trunks. The Clerk had been in contact and had confirmed the arrangements; the trees will be erected on Monday 1<sup>st</sup> December, 10.45am at Robartes Arms and then on to the New Inn. It was agreed that a letter of thanks would be sent.

**EC14/11/15 TO RECEIVE A REPORT FROM CLLR PAVEY REGARDING FATHER CHRISTMAS AND THE SUIT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Cllr Pavey reported that Mr Cullimore was willing to be Father Christmas and that he was aware of the arrangements for the events. Mr Cullimore had a suit. Further to discussion:

It was proposed by Cllr Pavey, seconded by Cllr Mrs Loxton and

**EC14/11/15.2 RESOLVED that Mr Cullimore would be Father Christmas and that a maximum of £30 would be used to defray any associated expenses to Mr Cullimore.**

On a vote being taken the matter was approved unanimously.

**EC14/11/16 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS**

There were no items raised.

**EC14/11/17 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Monday 12<sup>th</sup> January 2015, 7pm in the Council Office.

**EC14/11/18 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT THE PRESS AND PUBLIC ARE EXCLUDED DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED**

It was proposed by Cllr Ford, seconded by Cllr Mrs Roberts and

**EC14/10/18.2 RESOLVED that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public are excluded due to the confidential nature of the business to be discussed.**

On a vote being taken the matter was approved unanimously.

**EC14/11/19 TO RECEIVE THE QUOTES FOR CROWD CONTROL BARRIERS, AGREE WHETHER TO HIRE OR PURCHASE AND APPROVE A QUOTE AND ASSOCIATED EXPENDITURE**

It was proposed by Cllr Mrs Loxton, seconded by Cllr Mrs Roberts and

**EC14/11/19.2 RESOLVED that 6 crowd control barriers are hired from Jewsons at a cost of £1.20 per panel per week.**

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 7.55pm.

Signed .....

Date .....