

## ILLOGAN PARISH COUNCIL

Minutes of the Illogan Events Committee held at The Council Office, Tolvaddon Energy Park on Monday 1<sup>st</sup> September 2014 at 7.00 pm.

PRESENT: Cllr Mrs M Loxton (Chairman), Cllr L Pavey (Vice Chairman), Cllr Ms R Clayton (not a member of this committee), Cllr D Ekinsmyth (not a member of this committee), G Ford and Mr D Dolling

ALSO PRESENT: Ms S Willsher (Clerk)

The Chairman explained the safety procedures.

### **EC14/09/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs M Roberts.

### **EC14/09/2 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.

### **EC14/09/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

### **EC14/09/4 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.

### **EC14/09/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 14<sup>TH</sup> JULY 2014 AND THE CHAIRMAN TO SIGN THEM**

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

### **EC14/09/5.2 RESOLVED that the minutes of the meeting of the Events Committee held on the 14<sup>th</sup> July 2014 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

### **EC14/09/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

It was agreed that the Haribo sweets left over from Illogan Fair would be used for the Christmas events.

**EC14/09/7**

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

Members discussed the revenue and capital budgets and expenditure. In response to a question the Clerk confirmed that there may be further capital expenditure depending on whether the Committee decided to rent or buy items for the events i.e. cones, sandbags and santa suit etc.

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

**EC14/09/7.2**

**RESOLVED**

**to receive the updated Events Budgets and to vire £15.87 from the Revenue budget to the Capital budget.**

On a vote being taken the matter was approved unanimously.

**EC14/09/8**

**TO CONFIRM THE ARRANGEMENTS FOR THE EVENT TO COMMEMORATE THE 10<sup>TH</sup> ANNIVERSARY OF THE OPENING OF MANNINGHAM WOOD, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The anniversary of the opening of Manningham Wood was the 23<sup>rd</sup> October. It was previously discussed that the children of Illogan School were planning to complete activities in the wood.

It was suggested that a tree could be planted with a small plaque.

It was also suggested that the commemoration could be combined with Illogan Feast and that the participants of Illogan Feast could walk through the woods to the new tree and on along the path to Illogan Church.

Members felt it was difficult to make any firm decisions without knowing what Illogan School would be doing.

Mr Dolling said that he ran the Nature Detectives on Monday afternoons in Manningham Wood; 10 children and adults attended the activities. As a fallback position the detectives could plant a tree and take a photo.

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

**EC14/09/8.2**

**RESOLVED**

**that in principal to commemorate the 10<sup>th</sup> anniversary of the opening of Manningham Wood a tree would be planted with a plaque erected; the plans for the commemoration will be finalised at the next meeting of the Events Committee on the 6<sup>th</sup> October 2014; Mr Dolling would liaise with Illogan School regarding their activities in the wood; the Friends of Manningham Wood would be informed of the plans for the commemoration and would be invited to any commemoration event; the fall back plan would be that the Nature Detectives would plant the tree.**

On a vote being taken the matter was approved unanimously.

**EC14/09/9 TO CONFIRM THE ARRANGEMENTS FOR REMEMBRANCE SUNDAY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Members discussed events being held. It was noted that there had been no official contact from the Four Lanes Male Voice Choir further to their previous contact with a member of the Events Committee regarding a possible concert.

It was proposed by Cllr Mrs Loxton, seconded by Mr Dolling and

**EC14/09/9.2 RESOLVED that the President of the Illogan Branch of the Royal British Legion and the Chairman of Illogan Parish Council would alternately read out the names on the War Memorial.**

On a vote being taken the matter was approved unanimously.

**EC14/09/10 TO REVIEW THE ACTION PLAN FOR THE ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT AND AGREE ANY FUTURE ACTIONS**

Members reviewed the action plan.

**PA System**

Mr Dolling reported that he had spoken to the school regarding the PA system and none of them were prepared to loan their equipment for health and safety reasons.

Mr Turner had offered the use of his PA system at a cost of £20 plus the cost of any breakages. The PA system had been PAT tested. It was noted that the committee would need to ensure that there was someone available during the event who knew how to operate the system.

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

**EC14/09/10.2 RESOLVED that Mr Turners PA system would be used during the Illogan Christmas Lights Switch On Event at a cost of £20. The Clerk would confirm whether Mr Turner would be in attendance during the event.**

On a vote being taken the matter was approved unanimously.

The Clerk would write to the Rector at Illogan to confirm that the Council would like him to attend and MC the evening and that they would like use of the church in the event of inclement weather.

**EC14/09/11 TO REVIEW THE ACTION PLAN FOR THE PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENT AND AGREE ANY FUTURE ACTIONS**

It was agreed that the wet weather arrangements for the Park Bottom Christmas Lights Switch On Event would be to go into the New Inn (as in 2013).

**EC14/09/12 TO RECEIVE REPORTS FROM THE CLERK AND CLLR PAVEY AND CONSIDER WHO COULD ACT AS FATHER CHRISTMAS AT THE ILLOGAN AND PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENTS AND AGREE ANY FUTURE ACTIONS**

Cllr Pavey reported that the gentleman who acted as Father Christmas for the Rugby Club was willing to act as Father Christmas for the Park Bottom Christmas Lights Switch On Event; he had not asked whether he would be willing to act as Father Christmas for the Illogan Christmas Lights Switch On Event. The gentleman had his own Father Christmas suit.

The Clerk reported that she had a contact who would be willing to act as Father Christmas at the Illogan Christmas Lights Switch On Event.

Mr Dolling reported that Mr Wilkins had offered to act as Father Christmas and he had also volunteered to help with the events and preparations.

It was agreed that subject to confirmation the gentleman who acted as Father Christmas for the Rugby Club would act as Father Christmas for the Illogan and Park Bottom Christmas Lights Switch On Events.

**EC14/09/13 TO RECEIVE A REPORT FROM THE ADMINISTRATION ASSISTANT AND CONSIDER WHETHER TO PURCHASE OR BORROW A FATHER CHRISTMAS OUTFIT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed that this item would be deferred until the next meeting.

**EC14/09/14 TO CONSIDER HOSTING A BEST CHRISTMAS DISPLAY COMPETITION FOR LOCAL BUSINESSES, AGREE THE GEOGRAPHIC AREA FROM WHICH BUSINESSES WOULD BE INVITED TO PARTICIPATE, APPROVE HOW TO INVITE LOCAL BUSINESSES, CONSIDER THE FORMAT AND PRIZES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Members were doubtful whether there were enough shop window businesses in Illogan to make a Christmas display competition worthwhile.

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

**EC14/09/14.2 RESOLVED that the Council do not host a best Christmas display competition.**

On a vote being taken the matter was approved unanimously.

**EC14/09/15 TO CONSIDER LIGHTS AND DECORATIONS FOR THE CHRISTMAS TREES, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was noted that there were enough lights for the Christmas trees.

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

**EC14/09/15.2 RESOLVED that large baubles are purchased as necessary for the Christmas trees up to a maximum of £60**

On a vote being taken the matter was approved unanimously.

There had been requests from members of the public that the battery operated lights that were displayed in the trees on The Platt during the Illogan Christmas Lights Switch On Event are left on the trees and lit for the Christmas period. It was noted that the battery operated lights did not need to be PAT tested. It was agreed that the battery operated lights would be discussed at the next meeting of the Events Committee.

Mr Dolling showed the Committee examples of some waterproof reflective shapes which could be hung in Manningham Wood. The shapes were inexpensive and he was looking into whether there were any Christmas shapes available. It was agreed that the reflective shapes would be discussed at the next meeting of the Events Committee.

**EC14/09/16 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS**

Members requested that items on the action plans for both events were discussed at the meeting and that the Clerk included a note asking members to keep their action lists and bring them to future meetings of the Events Committee.

**EC14/09/17 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Monday 6<sup>th</sup> October 2014, 7pm in the Council Office.

There being no further business the meeting closed at 8.04pm.

Signed .....

Date .....