

## ILLOGAN PARISH COUNCIL

Minutes of the Illogan Events Committee held at The Council Office, Tolvaddon Energy Park on Monday 6<sup>th</sup> October 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 and Ms S Prouse (from point mentioned)

ALSO PRESENT: Ms S Willsher (Clerk)

The Chairman explained the safety procedures.

### **EC14/10/1 TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies received.

### **EC14/10/2 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.

### **EC14/10/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

### **EC14/10/4 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.

### **EC14/10/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> SEPTEMBER 2014 AND THE CHAIRMAN TO SIGN THEM**

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

### **EC14/10/5.2 RESOLVED that the minutes of the meeting of the Events Committee held on the 1<sup>st</sup> September 2014 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

### **EC14/10/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**EC14/10/7**

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

The Clerk explained that there was a revenue and a capital budget for Events. The Council agreed to change the name of the Christmas Lights budget to 'Events' last year to reflect that they were holding more events than just the Christmas Lights Switch On. There had been some confusion and a new Code was set up. There had been budget set against both codes. The Finance and Resources Committee decided to merge the codes and associated budgets.

Members received the updated budget.

Ms Prouse entered the meeting at 7.06pm.

**EC14/10/8**

**TO CONFIRM AND FINALISE 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**

Cllr Mrs Loxton said that at the last meeting members had discussed planting a tree and erecting a plaque. Ms Prouse reported that she had spoken to the Deputy Head teacher at Illogan School who felt that the school were unable to do anything to commemorate the anniversary due to the complete change in the curriculum and the additional time it was taking the teaching staff to deliver. Further to discussion:

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

**EC14/10/8.2**

**RESOLVED**

**that the Nature Detectives would plant an oak tree or another native tree on the 23<sup>rd</sup> October in Manningham Wood to commemorate the 10<sup>th</sup> anniversary of the opening of the Wood; the Friends of Manningham Wood would be invited to the tree planting; Mr Dolling would provide the tree; the plaque would read 'An Oak tree was planted on the 23<sup>rd</sup> October 2014 to commemorate the 10<sup>th</sup> anniversary of the opening of Manningham Wood' ; the plaque would be A5 and made out of good quality plastic with a grain effect, the text would be printed and it would be displayed in the notice board and the maximum cost for the plaque would be £200.**

On a vote being taken the matter was approved unanimously.

**EC14/10/9**

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

Members reviewed the action plan and noted that the outstanding items were on the agenda for this meeting.

It was noted that the landlord on the Robartes Arms was leaving; the management company would not be changing. Cllr Pavey would liaise with the Robartes Arms.

**EC14/10/10**

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

Members reviewed the action plan and noted that the outstanding items were on the agenda for this meeting.

**EC14/10/11**

**TO RECEIVE A REPORT FROM CLLR PAVEY AND CONFIRM WHO WILL ACT AS FATHER CHRISTMAS AT THE ILLOGAN AND PARK BOTTOM CHRISTMAS LIGHTS EVENTS, CONSIDER WHETHER TO HIRE OR PURCHASE A FATHER CHRISTMAS OUTFIT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Cllr Pavey reported that Ian Cullimore, who acted as Father Christmas for Illogan Rugby Club, was prepared to be Father Christmas for the Illogan and Park Bottom Christmas Lights Switch On Events. He was awaiting confirmation on the Father Christmas suit.

It was agreed that Ian Cullimore would act as Father Christmas at the Illogan and Park Bottom Christmas Lights Switch On Events and that the Father Christmas suit would be an agenda item for the next meeting.

**EC14/10/12**

**TO RECEIVE A REPORT FROM THE CLERK ON A PA SYSTEM, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The Clerk reported that Mr Turner was able to show Cllr Pavey how to set up and operate the pa system the week prior to the switch on events. It was agreed that the clerk would make a diary note and would remind Cllr Pavey that he had to meet with Mr Turner.

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

**EC14/10/12.2**

**RESOLVED**

**that the PA system would be hired from Mr Turner for the Illogan and Park Bottom Christmas Lights Switch On Events at a maximum cost of £40 and that Cllr Pavey would operate the system.**

On a vote being taken the matter was approved unanimously.

**EC14/10/13 TO CONSIDER ILLUMINATING THE PLATT WITH BATTERY OPERATED CHRISTMAS LIGHTS FOR THE CHRISTMAS PERIOD, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**EC14/10/13.2 RESOLVED that The Platt would be illuminated by battery operated Christmas lights during the Christmas period; the lights would be cable tied to the trees; Mr Dolling would check the lights and replace the batteries as necessary over the Christmas period; a maximum of £10 was allocated for batteries for the lights.**

On a vote being taken the matter was approved unanimously.

**EC14/10/14 TO CONSIDER THE PURCHASE OF REFLECTIVES, CONSIDER WHERE TO HANG THEM AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Mr Dolling reported that he was awaiting confirmation on the cost of the reflectives; he estimated that they would be about 75p per unit.

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

**EC14/10/14.2 RESOLVED that reflectives are purchased up to a maximum of £15.**

On a vote being taken the matter was approved unanimously.

**EC14/10/15 TO CONFIRM THE ARRANGEMENTS FOR THE SCHOOL CHRISTMAS COMPETITION, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**EC14/10/15.2 RESOLVED the School Christmas Competition would be a Christmas Card Competition; the children will draw an A5 Christmas card design; there would be 3 age groups, 4-6years, 7-8 years and 9-11 years; the prize would be 10 Christmas cards printed with their design and a selection box; the Clerk would send a letter to Illogan School about the competition, the school would circulate the letter and the paper to the school children just after half term; the closing date would be the 14<sup>th</sup> November 2014; the entries would be judged at the Events Committee meeting on the 17<sup>th</sup> November 2014 and the winners would be announced and the prizes awarded during a school assembly.**

On a vote being taken the matter was approved unanimously.

**EC14/10/16 TO CONSIDER HOW TO COLLECT, DISTRIBUTE AND RETURN THE SIGNS, INCLUDING A SUITABLE VEHICLE AND MAN POWER TO HANDLE THE SIGNS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Cllr Mrs Roberts reported that Western Power completed community projects and she had recently read their newsletter where they were asking for people to contact them regarding projects that they could help with. She said that she would contact them and ask if they would be willing to provide the transport and the man power for the collection, distribution and returning of the signs.

It was agreed to defer this item until the next meeting.

**EC14/10/17 TO AGREE THE CAROLS FOR BOTH EVENTS, THE VERSIONS OF THE CAROLS, HOW MANY CAROL SHEETS TO PRINT, ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**EC14/10/17.2 RESOLVED the carols for the 2014 Christmas Events would be 'Hark the Herald Angels Sing', 'Away in a Manger', 'Silent Night' and ' O Come All Ye Faithful' and there would be 200 carol sheets printed.**

On a vote being taken the matter was approved unanimously.

**EC14/10/18 TO AGREE WHEN THE CHRISTMAS TREES WILL BE ERECTED AND REMOVED AND AGREE ANY FUTURE ACTIONS**

The Christmas trees would be erected on Monday 1<sup>st</sup> December 2014 and removed week commencing the 5<sup>th</sup> January 2015.

**EC14/10/19 TO CONSIDER THE DELIVERY, ERECTIONS AND THE TRIMMING OF TRUNKS OF THE CHRISTMAS TREES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed to defer this item to the next meeting and that Cllr Mrs Roberts would ask Western Power if they would be willing to collect, deliver, erect and trim the trunks of the Christmas trees.

**EC14/10/20 TO CONSIDER THE BUDGETS FOR 2015/16 AND MAKE RECOMMENDATIONS TO THE FINANCE AND RESOURCES COMMITTEE**

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

**EC14/10/20.2 RESOLVED** **to recommend to the Finance and Resources Committee that the 2015/16 capital budget is £1,000 and the revenue budget is £3,000.**

On a vote being taken the matter was approved unanimously.

**EC14/10/21 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS**

It was agreed to invite the landlords of the Robartes Arms and the New Inn to the next meeting of this Committee.

Future agenda items:

- Who would switch on the lights
- Who would present the competition prizes at the school
- The cost of the barriers and Christmas trees

**EC14/10/22 DATE AND TIME OF NEXT MEETING**

There would be a short meeting commencing at 6.45pm, in Penwartha Hall before the Full Council meeting on Wednesday 22<sup>nd</sup> October 2014. The next full committee meeting would be held on Monday 17<sup>th</sup> November, 7pm in the Council office.

**EC14/10/23 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

**EC14/10/23.2 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.

**EC14/10/24 TO RECEIVE THE QUOTES FOR SANDBAGS, CONES AND BARRIERS, AGREE WHETHER TO HIRE OR PURCHASE AND APPROVE A QUOTE AND ASSOCIATED EXPENDITURE**

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

**EC14/10/24.2 RESOLVED** **that 44 filled sandbags are purchased from E T Mitchell at a cost of £2.80 +VAT each delivered and that 34 highway cones are purchased from Hirst Signs at a cost of £7.71 each delivered.**

On a vote being taken the matter was approved unanimously.

That quotes for the supply of 6 crowd barriers are deferred until the next meeting.

**EC14/10/25 TO RECEIVE QUOTES FOR THE CHRISTMAS TREES, APPROVE A QUOTE, AGREE ABY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed to defer this item until the 22<sup>nd</sup> November 2014.

There being no further business the meeting closed at 8.10pm.

Signed .....

Date .....