

ILLOGAN PARISH COUNCIL

Minutes of the Illogan Events Committee held at The Council Office, Tolvaddon Energy Park on Monday 14 April 2014 at 6.30pm.

PRESENT: Councillors T Wilkins (Chairman), Mrs M Loxton (Vice Chairman), G Ford and L Pavey, Mr D Dolling and Mrs A Edwards, Cllr P Holmes (not a member of this committee and until point mentioned), Mr S Turner (Chairman of Illogan Parish Fair Committee - from point mentioned)

ALSO PRESENT: Ms J Whitmore (Admin Assistant), one member of the public

The Chairman explained the safety procedures.

EC14/04/01 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr R Bentley.

EC14/04/02 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.

EC14/04/03 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no requests for dispensations.

EC14/04/04 PUBLIC PARTICIPATION

There were no members of the public present.

EC14/04/05 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 3 MARCH 2014 AND THE CHAIRMAN TO SIGN THEM

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

EC14/04/5.2 RESOLVED that the minutes of the Events Committee meeting held on 3 March 2014 are received and approved and signed by the Chairman.

On a vote being taken the matter there were 3 votes FOR and 0 AGAINST.

EC14/04/06

TO CONSIDER COMMEMORATING THE 100TH ANNIVERSARY OF THE OUTBREAK OF WORLD WAR ONE AND THE 75TH ANNIVERSARY OF THE OUTBREAK OF WORLD WAR TWO, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Cllr Holmes tabled a list of names included on the Illogan Parish Churchyard War Memorial. It was agreed that Mr Dolling would approach the Illogan Royal British Legion at their meeting in May to discuss how Illogan Parish Council could be involved on Remembrance Sunday; for example, by reading out the names on the War Memorial. Mr Dolling would report back after the meeting and it was agreed that a member of the Illogan British Legion would be invited to the next Events Committee meeting on 2 June 2014 to discuss the Council's participation.

It was suggested that descendants and members of the families of those servicemen and civilians from Illogan Civil Parish who died during the First and Second World Wars and any conflicts since should be invited to the Remembrance Sunday Service. It was agreed that Cllr Holmes and the Admin. Assistant would prepare an article for the Illogan Parish Review, the Illogan Parish website and possibly the West Briton, firstly to invite them to the Service and secondly to ask the public for help in providing names of anyone involved in any of the conflicts who came from the Illogan Civil Parish but had been omitted from the War Memorial.

The Admin. Assistant would check with Illogan School on any projects they might be undertaking to commemorate the event and whether they were planning to contact any descendants.

Cllr Ford had recently spoken to a member of the Four Lanes Male Voice Choir who wanted to put on an event commemorating both wars which would be another opportunity to read out the names on the War Memorial. Cllr Ford suggested the possibility of a small reception afterwards. The event could be held in the Church or possibly Penwartha Hall.

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

EC14/04/06.2

RESOLVED

to recommend to Full Council that in principle Illogan Parish Council would host an event to commemorate the 100th anniversary of the outbreak of World War I, the 75th anniversary of the outbreak of World War II and other conflicts since, involving the Four Lanes

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Male Voice Choir, subject to costs, availability of the choir, location and date.

On a vote being taken the matter was approved unanimously.

The Chairman thanked Cllr Holmes for all his work in producing the list of names which had involved searching and confirming a variety of sources in Illogan and surrounding parishes.

Cllr Holmes and the member of the public left the meeting at 7.00pm.

EC14/04/07

TO FINALISE ARRANGEMENTS, RESPONSIBILITIES AND ANY ASSOCIATED EXPENDITURE FOR THE ILLOGAN EASTER TREASURE TRAIL EVENT AND PRIZE-GIVING

The Easter Treasure Trail entry forms had been collected by Cllr Wilkins and would be marked at the end of the meeting. The Admin. Assistant would contact the prize-winners the following morning to ensure they were given as much notice as possible to attend the prize-giving event at 6.00pm in Penwartha Hall on Wednesday 16 April. Cllr Pavey agreed to act as photographer. Cllrs Wilkins and Ford agreed to donate the prizes and certificates had also been prepared. The caretaker for Penwartha Hall had already been contacted to request opening the Hall at 5.45pm. Cllrs Ford and Wilkins would jointly present the prizes.

EC14/04/08

TO CONSIDER HOSTING AN EVENT DURING THE ILLOGAN PARISH FAIR ON 19 JULY 2014, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Steve Turner, Chairman of the Illogan Parish Fair Committee, joined the meeting at 7.05pm.

Mr Turner felt that the support of Illogan Parish Council was important and would like the Illogan Parish Fair Committee and Illogan Parish Council to join forces in the years to come. This year would be particularly difficult because of the building works at Illogan School which had been delayed due to bad weather. Temporary classrooms were taking up valuable space although the Churchyard would be used this year and perhaps the area to the north of the School. This meant there would be no adequate space for children's games.

It was agreed that Illogan Parish Council would consider organising a themed treasure hunt around the site which would

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encourage fair-goers to visit as many of the stalls as possible where they would also be able to collect clues. A brief prize-giving would be held later in the day before the Fair closed at 5.00pm. Members of the Committee would consider ideas for the next Events Committee meeting when costs, etc. would also be discussed.

Mr Turner was still looking for someone to open the Fair. Illogan Parish Council would be presenting the Ray Uren Award at its May Annual Assembly which was awarded to a member of the parish who had achieved something outstanding in the previous year. It was thought the winner of the award could open the Parish Fair and possibly the Christmas Lights Parades. There was one possibility although at this stage there was no guarantee the person would be prepared to open the Fair and if that was not possible then an article would be placed in the Illogan Parish Review inviting nominations.

EC14/04/09 TO CONSIDER COMMEMORATING THE 10TH ANNIVERSARY OF THE OPENING OF MANNINGHAM WOOD, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

A number of ideas were considered including an anniversary walk, mini orienteering event, teddy bears' picnic for the school children, demonstration of face carvings.

The event, if it goes ahead, would be run on the weekend nearest to the opening date which was 23 October 2004.

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

EC14/04/09.2 RESOLVED to invite representatives of Illogan School and the former Friends of Manningham Wood to the next Events Committee meeting, invite suggestions for an event, and consider a budget for undertaking an event to mark the 10th Anniversary of the opening of Manningham Woods.

On a vote being taken the matter was approved unanimously.

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EC14/04/10 TO RECEIVE AND APPROVE THE DRAFT ACTION PLANS FOR THE 2014 CHRISTMAS LIGHTS SWITCH-ON EVENTS FOR ILLOGAN AND PARK BOTTOM

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

EC14/04/10.2 RESOLVED to receive and approve the draft action plans for the 2014 Christmas Lights Switch-on Events for Illogan and Park Bottom, with the addition of Advertising.

On a vote being taken the matter was approved unanimously.

EC14/04/11 TO RECEIVE A REPORT FROM CLLR PAVEY REGARDING AMPLIFICATION FOR THE CHRISTMAS LIGHTS SWITCH-ON EVENTS, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE.

Cllr Pavey reported that he was having difficulty sourcing amplification. It was therefore agreed that Cllr Wilkins would contact Tony Atkins, Mr Dolling would contact Pool School and the Admin. Assistant would contact Steve Turner to obtain information and prices if any equipment was available. GK Electronics had a single speaker which could be the fallback position.

EC14/04/12 TO CONSIDER THE 2014 CHRISTMAS COMPETITION FOR ILLOGAN SCHOOL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It had been agreed in a previous meeting that the Illogan schoolchildren would produce a design for a Christmas card. The competition would need to take place in September with judging in October so that the Christmas cards could be printed and the winning design included in the winter edition of the Illogan Parish Review. The back of the card would state "Created by" and "Printed by Illogan Parish Council" and the Council would recommend that designs be produced in felt-tip pen so that the colours would copy well. The Admin. Assistant would seek prices for A5 and A6 sizes, together with envelopes, for quantities of 250 and 500, for approval by the Events Committee and Full Council. Cllr Wilkins suggested that each pupil in the school could receive a card for personal use and the remainder would be used by the Council.

EC14/04/13 TO RECEIVE AN EMAIL FROM ANNE EDWARDS AND AGREE ANY RECOMMENDATIONS TO FULL COUNCIL

a. Parish Peoples' Award

The Chairman advised that an award was already in place entitled The Ray Uren Award which was presented at the Annual Parish meeting each year.

b. Historic Identifying Plaques

Mrs Edwards recommended metal plaques that could be located around the village, identifying places and items of interest.

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

EC14/04/13.2 RESOLVED that the production of Historic Identifying Plaques would be recommended to Full Council.

On a vote being taken the matter was approved unanimously.

EC14/04/14 TO RECEIVE A FINANCIAL REPORT ON THE EVENTS BUDGET FOR THE 2014/15 FISCAL YEAR

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

EC14/04/14.2 RESOLVED to receive a financial report on the Events budget for the 2014/15 fiscal year.

EC14/04/15 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

- a. To invite the publicans of the New Inn and the Robartes Arms to the September meeting with regard to the Christmas Switch-on events.
- b. To consider inviting local businesses to participate in a Best Christmas Display, create an appropriate letter, consider the geographic area of participation and associated expenditure, including postage and prizes.

EC14/04/16 DATE & TIME OF NEXT MEETING

The next meeting would be held on Monday 2 June 2014 at 7pm in the Council Office.

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EC14/04/17 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSIONS 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 Wilkins, seconded by Cllr Pavey and

EC14/04/17.2 RESOLVED that under the 1960 Public Bodies (Admissions 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.

EC14/04/18 TO RECEIVE QUOTES FOR CHRISTMAS LIGHTS AND DECORATIONS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Quotes for Christmas lights and decorations were tabled.

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

EC14/04/18.2 RESOLVED that two sets of red 20M LED lights are ordered from Blachere and that the associated expenditure is approved, that the Admin Assistant and Mr Dolling would check prices of solar-powered or battery-operated rope lights for use by nearby residents.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.45pm.

Signed

Date