

ILLOGAN PARISH COUNCIL

Minutes of the Illogan Events Committee held at The Council Office, Tolvaddon Energy Park on Thursday 14 July 2014 at 7.00 pm.

PRESENT: Cllr Mrs M Loxton (Chairman), Cllr L Pavey (Vice Chairman), Cllrs R Bentley, Cllr D Ekinsmyth (not a member of this committee), G Ford, Mrs M Roberts

ALSO PRESENT: Ms S Willsher (Clerk), Ms J Whitmore (Admin Assistant)

The Chairman explained the safety procedures.

EC14/07/01 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Mr D Dolling.

EC14/07/02 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 declarations of disclosable pecuniary or non-registerable interests.

EC14/08/03 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS.

There were no applications from members for dispensations.

EC14/07/04 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.

EC14/07/05 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 2 JUNE 2014 AND THE CHAIRMAN TO SIGN THEM

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

EC14/07/05.2 RESOLVED to receive and approve the Minutes of the Meeting held on 2 June 2014 and the Chairman to sign them

On a vote being taken the matter was approved unanimously.

EC14/07/06 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 12 JUNE 2014 AND THE CHAIRMAN TO SIGN THEM

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

EC14/07/06.2 RESOLVED to receive and approve the Minutes of the Meeting held on 12 June 2014 and the Chairman to sign them

On a vote being taken the matter was approved unanimously.

EC14/07/07 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

- a. Use of Illogan Church in the event of bad weather during the Illogan Christmas Lights event – Mr Dolling dealing.
- b. Liaison with Illogan School regarding Illogan Christmas Lights event – Sarah Prouse, Illogan School, had confirmed that someone would act as representative in the event she was unable to attend.
- c. Cllr Pavey saw no problem with using the Rugby Club facilities at Park Bottom in the event of rain during the Christmas Lights event.

EC14/07/08 TO RECEIVE AN EMAIL FROM A MEMBER OF THE PUBLIC CONCERNING PRIZES FOR THE ILLOGAN EASTER TREASURE TRAIL AND AGREE A RESPONSE AND ANY FUTURE ACTIONS

Following receipt of an email from a member of the public, the web version and a hard copy version of the Oxford English Dictionary had been checked and the 7-letter word used in the Easter Treasure Trail quiz was not in the dictionary. It was agreed therefore that a reply would be sent stating this and thanking the member of the public for their participation.

EC14/07/09 TO FINALISE ARRANGEMENTS FOR THE QUIZ AT THE ILLOGAN PARISH FAIR ON 19 JULY 2014, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The questions, pictures and labels were tabled for use at the Illogan Parish Fair, together with the Illogan Parish Council display stand which included information on Illogan Park and a section regarding the quiz. Children who completed the quiz would receive a pack of Haribo sweets and a 'Well Done' sticker.

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

EC14/07/09.2 RESOLVED that 50 small pencils would be purchased for use by the quiz participants together with 200 miniature packs of Haribo sweets for use as prizes; that the quiz questions, display board, sweets, pencils, Illogan Park survey questionnaires and other related documentation would be delivered to Cllr Mrs

Loxton's house by Thursday 17 July, that Cllr Ekinsmyth would be responsible for supplying a gazebo and that Cllr Ford would be responsible for supplying a table.

On a vote being taken the matter was approved unanimously.

EC14/07/10 TO RECEIVE AND APPROVE THE ILLOGAN PARISH FAIR RISK ASSESSMENTS AND MAKE RECOMMENDATIONS TO THE FULL COUNCIL

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

EC14/07/10.2 RESOLVED to recommend to Full Council that the Illogan Parish Fair Risk Assessments is received and approved with page 2 – Additional Controls – being amended to read 'Briefing on safe lifting techniques before lifting commences, communicate the weight of the items to those involved'.

On a vote being taken the matter was approved unanimously.

EC14/07/11 TO CONSIDER ANY FUTURE EVENTS THE COUNCIL MAY WISH TO CREATE OR BECOME INVOLVED IN AND AGREE ANY FUTURE ACTIONS

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

EC14/07/11.2 RESOLVED that no future events would be considered for this year.

On a vote being taken the matter was approved unanimously.

EC14/07/12 TO CONSIDER WHO COULD ACT AS FATHER CHRISTMAS AT THE ILLOGAN AND PARK BOTTOM CHRISTMAS LIGHTS EVENTS AND AGREE ANY FUTURE ACTIONS

The Clerk confirmed that no Disclosure and Barring Service (DBS) check would be required for a Father Christmas. The Clerk and Cllr Pavey would ask individuals of their acquaintance who may consider the role.

EC14/07/13 TO CONSIDER WHETHER TO PURCHASE OR BORROW A FATHER CHRISTMAS OUTFIT AND AGREE ANY FUTURE ACTIONS

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

EC14/07/13.2 RESOLVED that the Admin. Assistant would look into the cost of purchasing or hiring a Father Christmas outfit and report to the next meeting.

On a vote being taken the matter was approved unanimously.

EC14/07/14 TO CONSIDER GUIDELINES FOR THE CHRISTMAS CARD COMPETITION AND AGREE ANY FUTURE ACTIONS

A sample Christmas card was tabled using 250gsm quality paper and felt tip pens to draw the design which had been photocopied in the Councils photocopier.

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

EC14/07/14.2 RESOLVED that a supply of 250gsm quality paper would be purchased for the Christmas Card Competition and that the cards would be printed in the Council Office.

On a vote being taken the matter was approved unanimously.

EC14/07/15 TO CONSIDER AN ARTICLE OR NOTICE FOR THE ILLOGAN PARISH REVIEW CONCERNING THE CHRISTMAS LIGHTS EVENTS AND AGREE ANY FUTURE ACTIONS

A sample article was tabled for inclusion in the Illogan Parish Review concerning the Christmas Lights events.

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

EC14/07/15.2 RESOLVED that the article for the Illogan Parish Review concerning the Christmas Lights events be included, with some amendments, in the autumn edition of the Illogan Parish Review.

On a vote being taken the matter was approved unanimously.

EC14/07/16 TO CONSIDER HOW TO COMPLETE A LEAFLET DROP ADVERTISING THE ROAD CLOSURES AND THE CHRISTMAS EVENTS IN THE VICINITY OF THE EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

EC14/07/16.2 RESOLVED that the Clerk would prepare 125 leaflets concerning road closures for the Illogan and Park Bottom Christmas Lights events, that Cllr Pavey would deliver leaflets to the residents affected at Park Bottom (approximately 25) and Cllr Ford would deliver leaflets to the residents affected at Illogan (approximately 100).

On a vote being taken the matter was approved unanimously.

EC14/07/17

TO RECEIVE AND APPROVE THE FOLLOWING DOCUMENTS FOR THE ILLOGAN CHRISTMAS LIGHTS EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE:

- i. Event Application For Road Closure**
- ii. Cornwall Council Event Notification Form**
- iii. Road Closure Plans/Maps**
- iv. Road Closure Equipment List**
- v. Traffic Management Plan**
- vi. Event Management Plan**
- vii. Layout Plans**
- viii. Emergency Plan**

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

EC14/07/17.2

RESOLVED

to receive and approve the following documents for the Illogan Christmas Lights Event, subject to additional information included under EC14/07/23 and EC14/07/24 later in the meeting, and with minor amendments:

- i. Event Application For Road Closure**
- ii. Cornwall Council Event Notification Form**
- iii. Road Closure Plans/Maps**
- iv. Road Closure Equipment List**
- v. Traffic Management Plan**
- vi. Event Management Plan**
- vii. Layout Plans**
- viii. Emergency Plan**

On a vote being taken the matter was approved unanimously.

EC14/07/18

TO RECEIVE AND APPROVE THE FOLLOWING DOCUMENTS FOR THE PARK BOTTOM CHRISTMAS LIGHTS EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE:

- ix. Event Application For Road Closure**
- x. Cornwall Council Event Notification Form**
- xi. Road Closure Plans/Maps**
- xii. Road Closure Equipment List**
- xiii. Traffic Management Plan**
- xiv. Event Management Plan**
- xv. Layout Plans**
- xvi. Emergency Plan**

EC14/07/18.2 RESOLVED to receive and approve the following documents for the Park Bottom Christmas Lights Event, subject to additional information included under EC14/07/23 and EC14/07/24 later in the meeting, and with minor amendments:

- i. Event Application For Road Closure
- ii. Cornwall Council Event Notification Form
- iii. Road Closure Plans/Maps
- iv. Road Closure Equipment List
- v. Traffic Management Plan
- vi. Event Management Plan
- vii. Layout Plans
- viii. Emergency Plan

On a vote being taken the matter was approved unanimously.

EC14/07/19 TO RECEIVE AND APPROVE THE LOST CHILDREN POLICY

The Clerk confirmed that members and staff dealing with lost children would require a Disclosure and Barring Service (DBS) check.

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

EC14/07/19.2 RESOLVED to receive and approve the Lost Children Policy, amending Item 5 to read "who appears to be intoxicated", and amending the title to "Lost Children Policy for Council Events".

On a vote being taken the matter was approved unanimously.

EC14/07/20 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS.

- a. Four Lanes Male Voice Choir Remembrance Day event.
- b. 10th Anniversary of Opening of Manningham Wood.

EC14/07/21 DATE AND TIME OF NEXT MEETING.

Monday 1 September 2014 at 7.00 pm in the Council Office.

EC14/07/22 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 Mrs Loxton, seconded by Cllr Mrs Roberts and

EC14/07/22.2 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.

EC14/07/23 TO RECEIVE QUOTES FOR MARSHALS, A FIRST AIDER AND SECURITY INDUSTRY AUTHORITY (SIA) OFFICER AND RADIOS FOR THE ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT, APPOINT A CONTRACTOR, AGREE ANY FUTURE ACTIONS AND APPROVE THE ASSOCIATED EXPENDITURE

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

EC14/07/23.2 RESOLVED that the quote from Will Secure in the sum of £240.00 be accepted for marshals, a first aider and a Security Industry Authority (SIA) Officer and radios for the Illogan Christmas Lights Switch on Event.

On a vote being taken the matter was approved unanimously.

EC14/07/24 TO RECEIVE QUOTES FOR THE PURCHASE AND HIRE OF ROAD SIGNS, AGREE WHICH SIGNS TO PURCHASE OR HIRE, APPROVE A QUOTE, AGREE ANY FUTURE ACTIONS AND THE ASSOCIATED EXPENDITURE

As there would be a considerable number of signs for transportation the Clerk reminded members that it would be necessary to consider the cost of delivery/pick up of the signs.

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

EC14/07/24.2 RESOLVED to receive the quotes for the purchase and hire of road signs; to approve the quote from Hirst Signs at a cost of £1,077.30 subject to the Clerk confirming the materials the signs are made from and that the Clerk obtains quotes for 44 cones and 44 sandbags.

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 8.30pm.

Signed

Date