

ILLOGAN PARISH COUNCIL

Minutes of the Illogan Events Committee held at The Council Office, Tolvaddon Energy Park on Monday 9th March 2015 at 7.00 pm.

PRESENT: Cllr Mrs Loxton (Chairman), Cllr Pavey (Vice Chairman), Crabtree, Ford and Mrs Roberts.

ALSO PRESENT: Ms S Willsher (Clerk)

The Chairman explained the safety procedures.

EC15/03/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received.

Absent: Mr D Dolling and Ms S Prouse.

EC15/03/2 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.

EC15/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

EC15/03/4 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.

EC15/03/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS HELD ON 5TH AND 17TH NOVEMBER 2014 AND THE CHAIRMAN TO SIGN THEM

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

EC15/03/5.2 RESOLVED that the minutes of the meeting of the Events Committee held on the 5th November 2014 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

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

EC15/03/5.3 RESOLVED that the minutes of the meeting of the Events Committee held on the 17th November 2014 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

EC15/03/6

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

Members asked that the Clerk check that the Council had received photos of the tree planting in Manningham Wood and if not that she try to obtain copies.

EC15/03/7

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

A copy of the budget had been circulated to members.

Cllr Mrs Roberts suggested that the use of Special Police Officers to marshal events was looked into.

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

EC15/03/7.2

RESOLVED that the update on the Events budget is received.

On a vote being taken the matter was approved unanimously.

EC15/03/8

TO CONSIDER ANY COMMENTS RECEIVED FROM MEMBERS OF THE PUBLIC IN RESPONSE TO THE ARTICLE PLACED IN THE ILLOGAN REVIEW AND AGREE ANY FUTURE ACTIONS

Cllr Mrs Loxton spoke to the email received further to the article in the Illogan Review. "The newsletter is always good. It's nice to see the annual Christmas tree outside The Robartes. I wonder if the budget would stretch to a little more, or different decorations on the tree? Perhaps a little something new each year? To surprise and delight? Those big drapes of tinsel do the job but oh, they're depressing! Especially after the wind gets at them. This isn't a moan, more an appreciation of the work put in. Thank you!"

The Clerk reported that there wasn't tinsel on the trees in 2014.

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

EC15/03/8.2

RESOLVED that the Clerks responds to the email thanking the local resident for their constructive remarks and highlighting that the Events Committee are always looking for volunteers and members would welcome them to join the committee and help organise and run events.

On a vote being taken the matter was approved unanimously.

TO REVIEW THE ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT 2014 AND AGREE ANY FUTURE ACTIONS

In general members felt that the event went well. There were lessons to be learnt such as:

2014	Suggestion for 2015
Children’s lantern parade left Illogan School early	Have a representative from the Events Committee/Council at the school to monitor the congregation of children and to set the parade off at the correct time.
Lack of volunteers to assist setting up and clearing away	Review for 2015. Allocate members tasks prior to the event night – so that everyone knows who is responsible for what and to ensure that the event runs more smoothly.
Liaison with Robartes Arms and Reverend Robinson on all aspects of the event including timings and expectations	Review how to liaise with all persons involved for 2015 – consider obtaining everyone’s email addresses and sending out updates after each Events Committee meeting – consider whether it should be council officers or members of the events committee liaising and agree the formality and frequency of contact – include on the agenda for every meeting an item for a report on liaison with all parties. Produce and circulate a written running order for the evening to include details of any points which need to be made i.e. thank yous, alerts etc.
PA system not loud enough by the road closure or The Platt	Review the PA system hired for 2015. Consider extra speakers and where to place the speakers and the associated cabling. Consider wireless speakers.
	Consider the timings – potentially starting the event earlier.
	Consider erecting a small gazebo to protect the PA system from inclement weather.

Reports that there were days/times when the tree lights were not lit	Consider the daily switching on and off of the lights and how to ensure consistency with the on and off times
	To invite all persons involved in the Christmas lights switch on event to the November events meeting to finalise their roles and ensure everyone knows what they are doing on the evening.
	Circulate note to all councillors emphasising the importance of their help during the event.

EC15/03/10 TO REVIEW THE PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENT 2014 AND AGREE ANY FUTURE ACTIONS

In general members felt that the event went well. There were lessons to be learnt such as:

2014	Suggestion for 2015
Liaison with New Inn on all aspects of the event including timings and expectations	Review how to liaise with all persons involved for 2015 – consider obtaining everyone’s email addresses and sending out updates after each Events Committee meeting – consider whether it should be council officers or members of the events committee liaising and agree the formality and frequency of contact – include on the agenda for every meeting an item for a report on liaison with all parties. Produce and circulate a written running order for the evening to include details of any points which need to be made i.e. thank yous, alerts etc.
	There were some local residents willing to contribute towards the cost of pasties

EC15/03/11 TO CONSIDER A DONATION FOR CAMBORNE YOUTH BAND, AGREE THE VALUE AND ANY FUTURE ACTIONS

Cllr Mrs Roberts left the room.

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

EC15/03/11.2 RESOLVED to donate £200 to Camborne Youth Band for playing at the Illogan and Park Bottom Christmas Lights Switch On Events.

On a vote being taken the matter was approved unanimously.

Cllr Mrs Roberts returned to the room.

EC15/03/12 TO CONSIDER ILLOGAN PARISH FAIR AND THE COUNCIL'S INVOLVEMENT AND AGREE ANY FUTURE ACTIONS

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

EC15/03/12.2 RESOLVED to recommend to Full Council that Councillors attended Illogan Fair, helped where needed and walked around and spoke with local residents and that the Council considers purchasing blue or green polo shirts with the Council name and logo on so that Councillors could be easily identified by members of the public.

On a vote being taken the matter was approved unanimously.

EC15/03/13 TO CONSIDER EVENTS TO BE HELD DURING 2015 AND AGREE ANY FUTURE ACTIONS

The Illogan Christmas Lights Switch On event would be held on Friday 4th December 2015 and the Park Bottom Christmas Lights Switch On event would be held on Saturday 5th December 2015.

It was further suggested that a Poldark event/parade was considered. It was further suggested that the Council hosted an event to commemorate Illogan Feast.

EC15/03/14 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

It was agreed that at future meetings the details of the events planned for 2015 were discussed and agreed.

EC15/03/15 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Monday 13th April 2015, 7pm in the Council Office.

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

Signed

.....

Date

.....