

ILLOGAN PARISH COUNCIL

Minutes of the Community Liaison Committee held at The Council Office, Tolvaddon Energy Park on Monday 12th October 2015 at 7.00 pm.

PRESENT: Cllr Holmes (Vice Chairman), Cllr Ms Cadby, Cllr Pavey, Cllr Mrs Roberts and Ms Prouse.

ALSO PRESENT: Ms S Willsher (Clerk) and three members of the public

The Chairman explained the safety procedures.

CL15/10/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Loxton, Cllr Miss Pollock and Mr Dolling.

There were no members absent.

CL15/10/2 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.

CL15/10/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

CL15/10/4 PUBLIC PARTICIPATION (MAXIMUM OF 15 MINUTES – EVERY SPEAKER A LIMIT OF 3 MINUTES UNDER COUNCIL STANDING ORDERS)

It was agreed to take public comments with the agenda items.

CL15/10/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 7TH SEPTEMBER 2015 AND THE CHAIRMAN TO SIGN THEM

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

CL15/10/5.2 RESOLVED that the minutes of the meeting of the Events Committee held on the 7th September 2015 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

CL15/10/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising; all were items on the agenda.

CL15/10/7

TO RECEIVE AN UPDATE FROM THE CLERK AND CONSIDER THE ARRANGEMENTS FOR THE 2015 PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Western Power had confirmed that they would be happy to collect and erect the Christmas trees and to distribute and collect the road closure signs.

The event would be held in the New Inn if there was inclement weather.

The road closure would be marshaled by the Clerk and the Council's contractor Mr Heyes.

The Youth Band had been booked. The Community Choir was unable to attend. It was agreed that there would not be a choir at the event.

PA system – the Clerk reported that the PA system used last year was available at a cost of £20 from Mr Turner. It was agreed to hire the PA system from Mr Turner.

The tree would be decorated with lights and baubles.

Mr Flower would organise for two external sockets to be installed at the New Inn to plug the Christmas tree lights into.

The PAT testing of the Christmas lights would be completed when the office equipment was tested at the same time as the Fire Alarm annual checks were completed.

Refreshments – Park Bottom Stores explained that the event had become too big for them to be able to donate pasties. They offered to donate mince pies. The New Inn offered to provide mulled wine. It was agreed that quantity of refreshments would be for 50-75 people.

Advertising – the Admin Assistant would create a poster which would be emailed to Illogan School to go in their newsletter, the poster would also be distributed to the New Inn and local shops, displayed on the Council's notice boards, be uploaded to the Council's website and Facebook page, there would be an article in the Illogan Review. A poster would also be created to go in the New Inn to advertise the road closures and timings, highlighting that during that time there will be no access to the car park.

It was proposed by Cllr Mrs Roberts, seconded by Cllr Ms Cadby and

CL15/10/5.2

RESOLVED

that in the case of inclement weather the event will be held in the New Inn. That the PA system is hired from Mr Turner at a cost of £20. That the Clerk and Mr Heyes would marshal the road closure. That the Christmas tree would be decorated with lights and baubles and that the New Inn would erect an external socket to plug the lights into. That the Christmas lights would be PAT tested with Fal Fire at the same time as

the Office equipment and fire alarm maintenance is completed. That £100 per event is allocated as a contribution to the New Inn and Park Bottom stores for the mince pies and mulled wine. That the Admin Assistant would create a poster which would be emailed to Illogan School to go in their newsletter, the poster would also be distributed to the New Inn and local shops, displayed on the Council's notice boards, be uploaded to the Council's website and Facebook page, there would be an article in the Illogan Review. A poster would also be created to go in the New Inn to advertise the road closures and timings, highlighting that during that time there will be no access to the car park.

On a vote being taken the matter was approved unanimously.

Three members of the public left the meeting at 7.30pm.

CL15/10/8 TO RECEIVE AN UPDATE ON THE EVENTS BUDGET AND AGREE ANY FUTURE ACTIONS

The events budget had been circulated to members. The Clerk reported that there had been expenditure of £152 on Councillors t-shirts. It was agreed that the Clerk would try and obtain further estimates and quotes for the next meeting. Quotes would be obtained for a Father Christmas outfit. On behalf of Illogan School Ms Prouse asked whether the Council could assist with the cost of the lights to go in the lanterns, it was agreed that the School would write to the Council including details of the costs of the lights and the matter would be considered as an agenda item at the next meeting.

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

CL15/10/8.2 RESOLVED that report on the events budget is received.

On a vote being taken the matter was approved unanimously.

CL15/10/9 TO RECEIVE AN UPDATE FROM THE CLERK AND CONSIDER THE ARRANGEMENTS FOR THE 2015 ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

CL15/10/9.2 RESOLVED that the Clerk would write to St Illogan Parish Church asking whether the Council could use the Church for the Christmas Lights Event if there was inclement weather. That the PA system is hired from Mr Turner at a cost of £20. That the Christmas tree would be decorated with lights and baubles. That the Christmas lights would be PAT tested with Fal Fire at the same time as the

Office equipment and fire alarm maintenance is completed. That £100 per event is allocated as a contribution to the Robartes Arms for the mince pies and mulled wine. That the Admin Assistant would create a poster which would be emailed to Illogan School to go in their newsletter, the poster would also be distributed to the Robartes Arms and local shops, displayed on the Council's notice boards, be uploaded to the Council's website and Facebook page, there would be an article in the Illogan Review. A poster would also be created to go in the New Inn to advertise the road closures and timings, highlighting that during that time there will be no access to the car park. That there would be Christmas Card competition for Illogan School and Curnow School, there would be prizes for each age group in each school, the age groups would be the same as last year, the prizes would be copies of the Christmas Card and a selection box as per last year, the admin assistant would create a poster to advertise the competition and would email it to the School.

On a vote being taken the matter was approved unanimously.

CL15/10/10 TO CONSIDER WHO WILL ACT AS FATHER CHRISTMAS

It was agreed that Cllr Pavey would ask last year's Father Christmas, Mr Easter and Mr Cracknell whether they would act as Father Christmas for the 2015 events. Cllr Mrs Roberts would ask Camborne Youth Band whether they knew of anyone who might be willing to act as Father Christmas. The Clerk would contact Mr Browning who volunteered to be Father Christmas last year to ask if he would be willing to do it this year.

It was agreed that this would be an agenda item for the next meeting.

CL15/10/11 TO CONSIDER THE PA SYSTEM FOR THE CHRISTMAS LIGHTS SWITCH ON EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Covered above.

CL15/10/12 TO RECEIVE A LIST OF ORGANISATIONS IN THE PARISH; TO RECEIVE AND APPROVE THE DRAFT INTRODUCTORY LETTER AND AGREE WHERE THE LETTER SHOULD BE DISTRIBUTED AND AGREE ANY FUTURE ACTIONS

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

CL15/10/12.2 RESOLVED to receive the list of organisations, to receive and approve the draft introductory letter and that the letter should be circulated to all of the organisations on the list.

On a vote being taken the matter was approved unanimously.

CL15/10/13 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

There were no items raised.

CL15/10/14 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Monday 9th November 2015 and Monday 23rd November 2015, 6.30pm in the Council Office.

CL15/10/15 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 agreed to defer this item until the next meeting.

CL15/10/16 TO RECEIVE QUOTES FOR CHRISTMAS TREES, AGREE WHERE TO PURCHASE AND AGREE THE ASSOCIATED EXPENDITURE

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

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

Signed

Date