

ILLOGAN PARISH COUNCIL

Minutes of the Community Liaison Committee held at The Council Office, Tolvaddon Energy Park on Monday 3rd September 2018 at 6.30 pm.

PRESENT: Cllr Williams (Chairman), Cllr Pavey (Vice Chairman), Cllr Mrs Roberts, Cllr Pavey, and Mr Dolling.

ALSO PRESENT: Ms S Willsher, Clerk.

The Chairman explained the safety procedures.

CL18/09/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present.

CL18/09/2 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.

CL18/09/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

CL18/09/4 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.

CL18/09/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 2nd JULY 2018 AND THE CHAIRMAN TO SIGN THEM

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

CL18/09/5.2 RESOLVED that the minutes of the meeting of the Community Liaison Group Committee held on the 2nd July 2018 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

CL18/09/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

CL18/09/7 TO RECEIVE AN UPDATE ON THE EVENTS BUDGET, AND AGREE ANY FUTURE ACTIONS

A copy of the events budget including forecast expenditure was circulated to members.

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

CL18/09/7.2 RESOLVED that the events budgets were received.

On a vote being taken the matter was approved unanimously.

CL18/09/8 TO RECEIVE A REPORT AND ADDITIONAL INFORMATION FROM THE CLERK ON THE ERECTION AND DECORATION OF CHRISTMAS TREES, CONSIDER HOW TO ERECT AND DECORATE THE CHRISTMAS TREES IN TOLVADDON, ILLOGAN AND PARK BOTTOM AND AGREE ANY FUTURE ACTIONS

The Clerk reported that either the Blue or Black watch from Tolvaddon Fire Station had agreed to erect the Christmas trees and decorate the tops of them down to where members could reach from the ground. The brigade had confirmed that they would definitely be able to do the trees and the work was not 'shout' dependent.

CL18/09/9 TO RECEIVE AN UPDATE ON AMPLIFICATION SYSTEMS FOR USE AT TOLVADDON, ILLOGAN AND PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Cllr Pavey reported that the landlord of the New Inn was happy to lend their PA System for the Illogan and Park Bottom Switch On Events. They had purchased a new system which was simple to operate. The system was not available on the Thursday for the Tolvaddon event.

Cllr Williams reported that he had a battery-operated microphone/megaphone which he was happy to lend for the Tolvaddon Switch On Event. It was agreed that he would bring the microphone/megaphone to the next meeting for members to consider.

CL18/09/10 TO CONSIDER THE PROVISION OF FATHER CHRISTMAS FOR ALL LIGHTS SWITCH ON EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Cllr Crabtree had agreed to be Father Christmas at the Illogan and Park Bottom Events.

It was agreed that the Clerk would ask Cllr Ekinsmyth if he would be Father Christmas for the Tolvaddon Event, if so, Cllr Williams would do the introductions. If Cllr Ekinsmyth was not willing to be Father Christmas, Cllr Williams said that he would do it.

CL18/09/11 TO RECEIVE A REPORT FROM THE CLERK ON CORRESPONDENCE RECEIVED ABOUT THE END OF THE LANTERN PARADE AND THE POSSIBLE INCLUSION OF A SECURE AREA FOR THE CHILDREN TO PARADE INTO BEFORE BEING COLLECTED BY PARENTS/GUARDIANS, AND AGREE ANY FUTURE ACTIONS

The Clerk had spoken to the Cubs who had explained that they had stopped participating in the lantern parade as they could not manage the children during the carol singing. The children dispersed amongst the crowd and the leaders could not confirm that a parent or guardian had collected them. They would consider joining in the parade again, if there was better organization at the end of the parade such as a segregated area at the end of the parade to enable them to contain the children and ensure that they are collected by a parent/guardian.

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

CL18/09/11.2 RESOLVED that the Clerk would contact the Cubs and suggest that if they wanted to participate in the Christmas Lantern Parade that the Cubs are kept together in a group during the parade and that they peel off into Harris Mill Hall Surgery Car Park, have the parents/guardians collect the children and then they walk up the road and join in the carol singing. The Cubs would need to seek permission from Harris Mill Hall Surgery for the use of the car park if they decide to participate in the event and use the car park.

On a vote being taken the matter was approved unanimously.

CL18/09/12 TO REVIEW THE ACTION PLAN AND CONSIDER THE ARRANGEMENTS FOR THE 2018 ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

An updated action plan had been circulated to members.

The Clerk also reported that last year the Council appointed marshals for 3 years at a fixed cost; the Clerk had emailed the contractor to confirm details and was waiting for a response.

The School would be contacted next week regarding the Christmas Events once they were back after the summer holidays.

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

CL18/09/12.2 RESOLVED that the closing date for the Christmas Card Competition would be Monday 8th November 2018, the judging would take place during the meeting to be held on Monday 12th November and the prizes for the winners would be presented during the Schools Dazzle Assembly in December.

On a vote being taken the matter was approved unanimously.

The Clerk had written to the landlord of the Robartes Arms and had not received a response to date.

CL18/09/13 **TO REVIEW THE ACTION PLAN AND CONSIDER THE ARRANGEMENTS FOR THE 2018 PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

An updated action plan had been circulated to members.

The Clerk had written to the Premier Stores and had not received a response to date. Cllr Pavey said that he would pop in and speak to the new owners of the shop about the Christmas event.

It was agreed that the Clerk would contact the landlord of the New Inn and confirm that the new sleeve for the Christmas tree had been installed.

The Clerk had written to the landlord of the New Inn and had not received a response to date.

CL18/09/14 **TO REVIEW THE ACTION PLAN AND CONSIDER THE ARRANGEMENTS FOR THE 2018 TOLVADDON CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

An updated action plan had been circulated to members.

CL18/09/15 **TO RECEIVE CORRESPONDENCE AND ADVICE FROM THE POLICE AND THE AMENDED CHRISTMAS EVENTS RISK ASSESSMENT AND MAKE RECOMMENDATIONS TO THE GOVERNANCE REVIEW COMMITTEE**

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

CL18/09/15.2 **RESOLVED** **to recommend to the Governance Review Committee that the amended Illogan Christmas Lights Switch On Event Risk Assessment is approved with the inclusions as per the advice from the Police and that the amended risk assessment is re-submitted to Cornwall Council.**

On a vote being taken the matter was approved unanimously.

CL18/09/16 **TO CONSIDER HOLDING A COMMUNITY EVENT IN 2018 IN ILLOGAN PARK, CONSIDER OPTIONS AND AGREE ANY FUTURE ACTIONS.**

It was agreed that this item will be deferred until next year and that before an event could be held in Illogan Park there needed to be public toilets available.

CL18/09/17 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

There were no items raised.

CL18/09/18 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Monday 8th October 2018 at 6.30 pm in the Council Office.

There being no further business the meeting closed at 7.05pm.

Signed

Date