

ILLOGAN PARISH COUNCIL

Minutes of the Community Liaison Committee held at The Council Office, Tolvaddon Energy Park on Monday 8th October 2018 at 7.00 pm.

PRESENT: Cllr Williams (Chairman), Cllr Pavey (Vice Chairman), Cllr Crabtree, Cllr Ford, Cllr Mrs Thompson, Mr Dolling and Mrs Knuckey (until point mentioned).

ALSO PRESENT: Ms S Willsher, Clerk.

The Chairman explained the safety procedures.

CL18/10/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Roberts.

There were no members absent.

CL18/10/2 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.

CL18/10/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

CL18/10/4 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.

CL18/10/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 3RD SEPTEMBER 2018 AND THE CHAIRMAN TO SIGN THEM

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

CL18/10/5.2 RESOLVED that the minutes of the meeting of the Community Liaison Group Committee held on the 3rd September 2018 are received and approved and signed by the Chairman.

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

CL18/10/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Page 175 – Minute CL18/09/11.2 - The Clerk reported that she had contacted the Cubs re the secure area and they had responded that it was

their District Carol Concert on the 30th November and therefore unfortunately they would be unable to attend the lantern parade.

CL18/10/7 TO RECEIVE AN UPDATE ON THE EVENTS BUDGET, AND AGREE ANY FUTURE ACTIONS (TO BE TABLED AT THE MEETING)

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

CL18/10/7.2 RESOLVED that the updated Events budget is received and that it is noted that the budget is adequate for the Committee's identified purposes.

On a vote being taken the matter was approved unanimously.

CL18/10/8 TO REVIEW THE 2018/19 BUDGETS THAT THIS COMMITTEE IS RESPONSIBLE FOR AND MAKE RECOMMENDATIONS TO THE FINANCE AND RESOURCES COMMITTEE FOR THE BUDGETS FOR THE 2019/20 FISCAL YEAR

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

CL18/10/8.2 RESOLVED that the 2018/19 budgets have been reviewed and to recommend the following budgets to the Finance and Resources Committee for the 2019/20 fiscal year:

- **Cost Code 309 – Events (revenue budget) - £3,000**
- **Cost Code 504 – Christmas Lights (capital budget) - £1,000**

On a vote being taken the matter was approved unanimously.

CL18/10/9 TO CONSIDER THE PROVISION OF FATHER CHRISTMAS FOR ALL LIGHTS SWITCH ON EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was agreed that Cllr Ekinsmyth would be Father Christmas for the Tolvaddon Event and that Cllr Williams would host the event and Cllr Crabtree would be Father Christmas for the Illogan and Park Bottom Events.

CL18/10/10 TO CONSIDER THE PROVISION OF CHRISTMAS TREES, CONSIDER WHETHER TO ATTEND THE SUPPLIERS AND CHOOSE THE CHRISTMAS TREE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was agreed that the Clerk would obtain quotes for Christmas trees and would also enquire whether and when the Council could choose the trees and she would report to the next meeting.

CL18/10/11 TO CONSIDER THE CAROLS TO BE SUNG DURING THE CHRISTMAS LIGHTS SWITCH ON EVENTS AND AGREE ANY FUTURE ACTIONS

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

CL18/10/11.2 RESOLVED that the same carols as last year as listed below would be sung at all three Christmas Lights Switch On Events and that at the Illogan Switch On Event 'Whilst Shepherds Watched' would be to the Merritts tune:

- **While Shepherds Watch**
- **Away in a Manger**
- **Silent Night, Holy Night**
- **Hark the Herald Angles Sing**
- **O Come All Ye Faithful**

On a vote being taken the matter was approved unanimously.

CL18/10/12 TO CONSIDER THE USE OF CLLR WILLIAM'S BATTERY-OPERATED MICROPHONE FOR THE TOLVADDON CHRISTMAS LIGHTS SWITCH ON EVENT AND AGREE ANY FUTURE ACTIONS

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

CL18/10/12.2 RESOLVED that Cllr Williams' battery-operated microphone would be used for the Tolvaddon Christmas Lights Switch On Event and that the Clerk would purchase 8 size C batteries for the microphone.

On a vote being taken the matter was approved unanimously.

CL18/10/13 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

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

CL18/10/13.2 RESOLVED that the following actions are completed for the Illogan Christmas Lights Switch On Event:

- **Cllr Williams would contact Rev Robinson to confirm whether he is able to do the blessing;**
- **Mrs Knuckey would confirm the date and time of the Illogan School Dazzle assembly for the Christmas card competition prizes to be presented;**
- **Mrs Knuckey would confirm whether Illogan School would be requesting any assistance towards the lanterns for the lantern parade;**

- That the gathering time for the children participating in the parade and the parade set off time would be clearly included on advertising material;
- That someone would be found to lead the lantern parade;
- That Cllr Pavey photos of the lanterns would be taken at the beginning of the parade, if any of the children were in the photos the Clerk would check with Mrs Knuckey before any photos were used;
- Cllr Crabtree would visit McColl's to ask whether they would be willing to donate mince pies, allow the Council to use their electric for the PA system and for Father Christmas to get changed in their back room; and
- Cllr Williams would visit the Robartes Arms and enquire whether they would be willing to hand out mulled wine and whether the public attending the event could use the toilets in the pub.

On a vote being taken the matter was approved unanimously.

CL18/10/14

TO REVIEW THE ACTION PLAN AND CONSIDER THE ARRANGEMENTS FOR THE 2018 PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Mrs Knuckey left the meeting at 7.47pm.

The Premier Stores would provide pasties for the event; the number of pasties would be confirmed nearer the time.

Cllr Pavey would speak to the landlord of the New Inn regarding the insertion of the new sleeve for the Christmas tree.

The Clerk would confirm at the next meeting that Mr Marks had confirmed that he would do the blessing.

CL18/10/15

TO REVIEW THE ACTION PLAN AND CONSIDER THE ARRANGEMENTS FOR THE 2018 TOLVADDON CHRISTMAS LIGHTS SWITCH ON, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Everything was organised and in place for the Tolvaddon Switch On Event.

CL18/10/16

TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

There were no items raised.

CL18/10/17 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Monday 22nd October 2018 at 7.00pm in the Council Office. Cllr Pavey and Mr Dolling gave their apologies for the meeting.

There being no further business the meeting closed at 8.00pm.

Signed

Date