

ILLOGAN PARISH COUNCIL

Minutes of the Community Liaison Committee held at The Council Office, Tolvaddon Energy Park on Monday 1st July 2019 at 7.00pm.

PRESENT: Cllr Pavey (Chairman), Cllr Crabtree (Vice Chairman), Cllr Mrs Share, Cllr Williams and Mrs Knuckey (from and until points mentioned).

ALSO PRESENT: Ms S Willsher, Clerk.

The Chairman explained the safety procedures.

CL19/07/1 TO ELECT A CHAIRMAN OF THE COMMUNITY LIAISON COMMITTEE FOR THE MUNICIPAL YEAR 2019/2020

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

CL19/07/1.2 RESOLVED that Cllr Pavey is elected Chairman of the Community Liaison Committee for the municipal year 2019/2020.

On a vote being taken the matter was unanimously approved.

CL19/07/2 TO APPOINT A VICE CHAIRMAN OF THE COMMUNITY LIAISON COMMITTEE FOR THE MUNICIPAL YEAR 2019/2020

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

CL19/07/2.2 RESOLVED that Cllr Crabtree is appointed Vice Chairman of the Community Liaison Committee for the municipal year 2019/2020.

On a vote being taken the matter was unanimously approved.

CL19/07/3 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ford and Mr Dolling. There were no members absent.

CL19/07/4 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.

CL19/07/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

CL19/07/6 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.

CL19/07/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 1ST APRIL 2019 AND THE CHAIRMAN TO SIGN THEM

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

CL16/07/7.2 RESOLVED that the minutes of the meeting of the Community Liaison Committee held on the 1st April 2019 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.

Mrs Knuckey entered the meeting at 7.03pm.

CL19/07/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

CL19/07/9 TO RECEIVE AN UPDATE ON THE EVENTS BUDGET, AND AGREE ANY FUTURE ACTIONS (TO BE TABLED AT THE MEETING)

The 2019/2020 events budgets were £3,000 for revenue expenditure and £1,000 for capital expenditure.

CL19/07/10 TO DISCUSS THE 2019 PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENT WITH THE LANDLORDS OF THE NEW INN AND CONSIDER THE ARRANGEMENTS FOR THE 2019 PARK BOTTOM CHRISTMAS SWITCH ON EVENT, INCLUDING LIGHTING AND ENCOURAGING PEOPLE OUTSIDE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was agreed to defer this item and that Cllr Pavey would speak to the landlords of the New Inn to discuss arrangements for the Park Bottom Christmas Lights Switch On Event.

CL19/07/11 TO CONSIDER THE ARRANGEMENTS FOR THE 2019 ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was agreed that Mrs Knuckey would organise some music for the children to sing to whilst parading with the lanterns.

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

CL19/07/11.2 RESOLVED that a maximum of £100 is allocated for Illogan School to repair existing lanterns and produce new lanterns for the parade.

On a vote being taken the matter was unanimously approved.

It was agreed that the Clerk would write to Pool Academy explaining that they had a small involvement in the 2018 Lantern Parade and inviting them to be involved for 2019.

It was agreed that Mrs Knuckey would liaise with Curnow School to involve them in the Christmas Card Competition. Mrs Knuckey would discuss with Curnow School how best to judge the entries for Curnow School i.e. by year group, by class etc and she would report back to the next meeting.

Members considered the Community and School Choirs participation during the Switch On Event. It was agreed that:

- Cllr Williams would liaise with the Community Choir;
- The Community and School Choir would lead the carol singing;
- The Choirs would be more prominent by the Community Choir being asked to wear the sashes of their uniform and the School Choir wearing their sashes from the Summer Celebration;
- The Community Choir and the School Choir would meet prior to the Switch On Event to sing together; and
- Lighting for the Choirs would be considered at a future meeting.

CL19/07/12 TO RECEIVE AND APPROVE THE ROAD CLOSURE APPLICATION, EVENT MANAGEMENT PLAN, TRAFFIC MANAGEMENT PLAN FOR THE ILLOGAN LIGHTS SWITCH ON EVENT, APPOINT AN EVENT ORGANISER, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

CL19/07/12.2 RESOLVED that the Road Closure Application, Event Management Plan and the Traffic Management Plan for the Illogan Christmas Lights Switch On Event 2019 is received and approved with the inclusion of Cllr Mrs Share as the event organiser and subject to confirmation that DJM Gardening and Groundwork Solutions had the appropriate qualification to place road signs; that his certificate number would be obtained and included on the paperwork.

On a vote being taken the matter was unanimously approved.

CL19/07/13 **RECEIVE AND APPROVE THE ROAD CLOSURE APPLICATION, EVENT MANAGEMENT PLAN, TRAFFIC MANAGEMENT PLAN FOR THE PARK BOTTOM LIGHTS SWITCH ON EVENT, APPOINT AN EVENT ORGANISER, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

CL19/07/13.2 **RESOLVED** **that the Road Closure Application, Event Management Plan and the Traffic Management Plan for the Illogan Christmas Lights Switch On Event 2019 is received and approved with the inclusion of Cllr Mrs Share as the event organiser and subject to confirmation that DJM Gardening and Groundwork Solutions had the appropriate qualification to place road signs; that his certificate number would be obtained and included on the paperwork.**

On a vote being taken the matter was unanimously approved.

CL19/07/14 **TO REVIEW THE CHRISTMAS RISK ASSESSMENTS AND AGREE ANY FUTURE ACTIONS**

It was agreed to defer this item until the next meeting as the Governance Review Committee had resolved to re-draft all the Council's Risk Assessments; the Christmas Risk Assessments would be the first to be re-drafted.

CL19/07/15 **TO CONSIDER THE ARRANGEMENTS FOR THE 2019 TOLVADDON CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed that the Clerk would contact Mr Uren from Adelaide Stores to ask whether he would like any help with the setting up or clearing away of items used for the Tolvaddon Christmas Lights Switch On Event.

CL19/07/16 **TO AGREE HOW THE CHRISTMAS TREES WILL BE ERECTED AND DECORATED AND AGREE ANY FUTURE ACTIONS**

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

CL19/07/16.2 **RESOLVED** **that the Clerk would contact Greens Grounds and Trees to obtain a quote for the MEWP and 2 operatives for one day to assist with the erection and decoration of the Christmas Trees.**

On a vote being taken the matter was unanimously approved.

CL19/07/17 **TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS**

Cllr Pavey requested that at the beginning of each year that there was an agenda item for this Council's involvement in Illogan Parish Fair to assist with Cllrs knowing what was expected of them during the event.

Cllr Pavey requested that in January 2020 that there was an agenda item to start planning an event to celebrate the improvement works in Illogan Park.

CL19/07/18 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Monday 2nd September 2019 at 7.00pm in the Council Office.

CL19/07/19 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION 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 Pavey, seconded by Cllr Crabtree and

CL19/07/19.2 RESOLVED that under the 1960 Public Bodies (Admission 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 unanimously approved.

CL19/07/20 TO RECEIVE QUOTES TO INSTALL THE CHRISTMAS TREE SLEEVE AT TOLVADDON, APPOINT A CONTRACTOR, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

CL19/07/20.2 RESOLVED that Tyrone Martin is appointed to install the Christmas tree sleeve at Tolvaddon.

On a vote being taken the matter was unanimously approved.

CL19/07/21 TO RECEIVE QUOTES TO HIRE A PA SYSTEM FOR THE CHRISTMAS LIGHTS SWITCH ON EVENTS, APPOINT A CONTRACTOR, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

CL19/07/21.2 RESOLVED that Cllrs Crabtree, Pavey and Mrs Share would visit GK Electronics to look at the systems they have available to discuss the Council's needs and they would report back to the next meeting of this Committee.

On a vote being taken the matter was unanimously approved.

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

Signed

Date