

## ILLOGAN PARISH COUNCIL

Minutes of the Community Liaison Committee held at The Council Office, Tolvaddon Energy Park on Monday 2<sup>nd</sup> September 2019 at 7.00pm.

PRESENT: Cllr Pavey (Chairman), Cllr Crabtree (Vice Chairman), Cllr Mrs Share and Mr Dolling.

ALSO PRESENT: Ms S Willsher, Clerk.

The Chairman explained the safety procedures.

**CL19/09/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Mrs Knuckey.

**CL19/09/2 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.

**CL19/09/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**CL19/09/4 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.

**CL19/09/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 1<sup>ST</sup> JULY 2019 AND THE CHAIRMAN TO SIGN THEM**

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

**CL19/09/5.2 RESOLVED that the minutes of the meeting of the Community Liaison Group Committee held on the 1<sup>st</sup> July 2019 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**CL19/09/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**CL19/09/7 TO RECEIVE AN UPDATE ON THE EVENTS BUDGET, AND AGREE ANY FUTURE ACTIONS**

The Clerk explained that there was £147 allocated for Illogan School and the Illogan road closure application.

**CL19/09/8 TO RECEIVE THE RE-DRAFTED CHRISTMAS RISK ASSESSMENTS AND AGREE ANY FUTURE ACTIONS**

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

**CL19/09/8.2 RESOLVED to receive the re-drafted Christmas Risk Assessments.**

On a vote being taken the matter was approved unanimously.

**CL19/09/9 TO CONSIDER THE CAROLS AND CHRISTMAS SONGS TO BE PLAYED BY THE BANDS AND SUNG BY THE CHOIRS DURING THE CHRISTMAS LIGHTS SWITCH ON EVENTS, AGREE HOW TO LIAISE WITH THE BANDS AND CHOIRS AND AGREE ANY FUTURE ACTIONS**

The Clerk spoke to an email from Mrs Knuckey, she was very happy with the choice of carols last year and she had received positive feedback on the inclusion of the Thomas Merritt carol. She confirmed that the school choir would participate and that the School would arrange for their singing to be accompanied during the parade. She suggested that the School choir should be situated in front of the Community Choir to support their singing.

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

**CL19/09/9.2 RESOLVED that the bands would play a Christmas medley once the carols had been sung; that the carols would be the same as last year including the Merritts carol; that there would be space kept in front of the Community Choir for the School Choir and that Mrs Knuckey would know where the School Choir needed to go in advance; that the bands and choirs would be contacted and asked to liaise; and that the carol sheets would be uploaded to the website in a printable format and included in the Illogan Review with a note to bring a torch to read the carol sheets.**

On a vote being taken the matter was approved unanimously.

**CL19/09/10 TO RECEIVE A REPORT FROM MRS KNUCKEY ON HER DISCUSSIONS WITH CURNOW SCHOOL ABOUT THE CHRISTMAS CARD COMPETITION AND AGREE ANY FUTURE ACTIONS**

The Clerk spoke to an email received from Mrs Knuckey and Curnow School were delighted to take part in the Christmas Card Competition. They estimated that there would be 10-15 children entering the

competition and they would only require 1 prize and Illogan School would like to continue to have one winner per class if possible.

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

- CL19/09/10.2 RESOLVED that Curnow School would participate in the Christmas Card Competition, that there would be one prize for Curnow School and one per class for Illogan School.**

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Crabtree seconded by Cllr Mrs Share and

- CL19/09/10.3 RESOLVED that the entry deadline for the Christmas Card Competition would be Friday 8<sup>th</sup> November 2019, the entries would be collected from Illogan School on the morning of Monday 11<sup>th</sup> November 2019 and that the Cards would be judged during the meeting on the evening of Monday 11<sup>th</sup> November 2019.**

On a vote being taken the matter was approved unanimously.

- CL19/09/11 TO CONSIDER LIGHTING FOR THE BAND AND CHOIRS AT THE ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT AND AGREE ANY FUTURE ACTIONS**

It was agreed that the Clerk would contact Camborne Youth Band to ask whether they think headtorches or clip lights would be more suitable, whether members of the band had torches/lights to use and if not how many they would need for members of the band attending the Christmas Lights Switch On Events.

The Clerk would also contact the Community and School Choirs to highlight that they would need to bring torches to read the carol sheets.

- CL19/09/12 TO RECEIVE A REPORT FROM CLLRS CRABTREE, PAVEY AND MRS SHARE ON PA SYSTEMS AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Cllr Crabtree reported that he had looked at PA systems with Cllr Pavey. There were the following 2 options as detailed below:

There was a wireless system with a main unit, cd player and 2 speakers. The speakers synced to the main unit. If the speakers were placed too far from the main unit there was a chance that the sync with the main unit could be lost.

The other option was a wired unit with up to 4 speaker horns on stands. The horns were designed to carry sound. There were concerns about trailing leads and the speaker stands could be knocked over. It was suggested that the speakers could be placed along Robartes Terrace so that there weren't any leads trailing across the road.

Further to an in-depth discussion:

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

- CL19/09/12.2 RESOLVED** that subject to confirmation from Cllrs Crabtree and Pavey once they have heard the system in use outside that the wireless PA system would be hired from GK Electronics for the Tolvaddon and Illogan Christmas Lights Switch On Events. The Clerk would email and reserve the unit and confirm the costings for the main unit, cd player and 1 speaker for Tolvaddon and the main unit, cd player and at least 2 speakers for the Illogan Event. That there would be a maximum budget of £300 allocated to hire a PA system for use at Tolvaddon and Illogan.

On a vote being taken the matter was approved unanimously.

- CL19/09/13 TO CONSIDER THE ARRANGEMENTS FOR THE 2019 ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT AND AGREE ANY FUTURE ACTIONS**

It was agreed that the Clerk would obtain quotes for marshals which would be considered at the next meeting.

The Clerk would write to McColl's and the Spar and ask if they would be willing to donate mince pies for the event.

The Clerk would contact the landlords of the Robartes Arms and ask if they would be willing to be involved with the event and provide refreshments such as mulled wine.

The Clerk would contact Rev Robinson to request official confirmation that he is willing to do the blessing and that the Church could be used in the case of inclement weather. The Clerk would also ask whether he would be willing to MC the whole of the Illogan Event.

- CL19/09/14 TO AGREE HOW THE BRIEFINGS AND DEBRIEFINGS WILL BE DELIVERED, CONTENT, LOCATION, TIMINGS ETC AND AGREE ANY FUTURE ACTIONS**

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

- CL19/09/15 TO CONSIDER HELP REQUIRED ON THE EVENING, HOW TO GET APPROPRIATE HELP AND ALLOCATE TASKS ETC AND AGREE ANY FUTURE ACTIONS**

It was agreed to defer this item to the next meeting. Cllrs would be asked to indicate whether they would be willing to help at the Christmas Lights Switch On Events at the next Full Council meeting.

**CL19/09/16 TO RECEIVE A REPORT FROM CLLR PAVEY ON HIS DISCUSSIONS WITH THE LANDLORD OF THE NEW INN**

Cllr Pavey reported that he had spoken to the landlord of the New Inn who was more than happy for the Christmas Lights Switch On event to be held in the pub. The Council would be able to set up the band where they wanted to. The landlord would provide mulled wine and mince pies, as previous landlords had in previous years.

**CL19/09/17 TO CONSIDER THE ARRANGEMENTS FOR THE 2019 PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENT, AND AGREE ANY FUTURE ACTIONS**

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

**CL19/09/17.2 RESOLVED that the Park Bottom Christmas Lights Switch On Event would be held inside the New Inn.**

On a vote being taken the matter was approved unanimously.

It was agreed that the Clerk would request confirmation from Mr Marks that he was willing to do the blessing.

Cllr Crabtree or Pavey would speak to the owners of Premier Stores to enquire whether they would be willing to donate pasties for the event and if so, how many.

**CL19/09/18 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 ask Cllr Mrs Lang whether she would be willing to MC for the evening.

**CL19/09/19 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS**

There were no items raised.

**CL19/09/20 DATE AND TIME OF NEXT MEETING**

The next meetings would be held on Monday 7<sup>th</sup> and 21<sup>st</sup> October 2019 at 7.00 pm in the Council Office.

**CL19/09/21 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 Crabtree, seconded by Cllr Pavey and

**CL19/09/21.2 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 approved unanimously.

**CL19/09/22 TO RECEIVE QUOTES FOR THE MEWP AND 2 OPERATIVES FOR 1 DAY TO HELP ERECT AND DECORATE THE CHRISTMAS TREES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**CL19/09/22.2 RESOLVED to receive and approve the quote from Greens (Cornwall) Ltd for the MEWP and 2 operatives for 1 day to help erect and decorate the 3 Christmas Trees.**

On a vote being taken the matter approved unanimously of those entitled to votes.

There being no further business the meeting closed at 8.10pm.

Signed .....

Date .....