

ILLOGAN PARISH COUNCIL

Minutes of the Community Events Committee held in The Old School Centre, Nance Lane, Illogan on Thursday 20th October 2022 at 6.00 pm.

PRESENT: Cllr Cullimore (Chairman); Cllr Ford; Cllr Ms Kemp; and Mrs Wills

ALSO PRESENT: Mrs S Rimell, Clerk, Miss E James, Assistant to the Clerk

The Chairman explained the safety procedures.

BRAINSTORMING

- **Kings Coronation** – May 6th - street party starter packs/hamper; screen the event; tea, coffee, cake; install an item to commemorate the coronation; 50p for kids; assist community on organising street parties; look into transport for the elderly
- **Remembrance Parade** - November
- **Carnival** – Aug/Sept – start with a day and consider growing in future; parade on foot around perimeter path in Illogan Park; craft stalls; balloons; face painting; puppet/side shows; circus training workshops; food vendors; consider linking with horticultural show; flower show; marquee; 'Carnival in the Park'
- **Illogan Feast and Tea Treat** – October – work with Illogan Church; David Thomas giving an abbreviated history of Illogan; start at Church and go through Manningham to Illogan Park; Tea treat or saffron buns; school children could draw something; bands
- **Christmas Lights Switch On Events**
- **Litter picks** – small and regular
- **Party in the Park** – idea for future years

CL22/10/14 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Jobson, Mrs Williams and Cllr Williams

CL22/10/15 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.

CL22/10/16 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

CL22/10/17 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.

CL22/10/18 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE COMMUNITY EVENTS COMMITTEE HELD ON THE 3RD OCTOBER 2022 AND THE CHAIRMAN TO SIGN THEM

It was proposed by Mrs Williams, seconded by Cllr Ms Kemp and

CL22/10/18.2 RESOLVED that the minutes of the meeting of the Community Events Committee held on the 3rd October 2022 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

CL22/10/19 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

CL22/10/20 TO RECEIVE AN UPDATE ON THE EVENTS BUDGET, AND AGREE ANY FUTURE ACTIONS

The budget was circulated to members. To date there had been revenue expenditure of £400 with an additional £5,300 forecast. The Clerk had forecast capital expenditure of £1,000.

CL22/10/21 TO REVIEW THE 2022/23 BUDGETS THAT THIS COMMITTEE IS RESPONSIBLE FOR AND MAKE RECOMMENDATIONS TO THE FINANCE AND RESOURCES COMMITTEE FOR THE BUDGETS FOR THE 2023/24 FISCAL YEAR

The expenditure to date and forecast expenditure was reviewed and it was noted that the budget would be depleted by the end of the year.

- **Kings Coronation** – £2,000
- **Remembrance Parade** - £1,000
- **Carnival** – £3-4,000
- **Illogan Feast and Tea Treat** – £1,000
- **Christmas Lights Switch On Events** - £3-4,000
- **Litter picks** – £200

It was proposed by Cllr Ford, seconded by Cllr Ms Kemp and

CL22/10/21.2 RESOLVED to recommend to the Finance and Resources Committee that the budget for cost code 309 – Events be set at £12,000 for the 2023/2024 fiscal year.

On a vote being taken the matter was approved unanimously.

CL22/10/22 TO CONSIDER PROMOTION AND PUBLICITY FOR EVENTS AND THE COUNCIL AND AGREE ANY FUTURE ACTIONS

Cllr Ms Kemp reported that she had spoken to her friend. They were happy to help assist the Council although they would need an outline of

the requirements such as what information needed to be included. They would then submit 3 drafts for consideration.

CL22/10/23

TO FINALISE PLANS FOR THE ILLOGAN REMEMBRANCE PARADE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

All arrangements were in place.

CL22/10/24

TO RECEIVE A REPORT FROM THE ACTION GROUP ON PLANS FOR THE OPENING OF THE PARISH OFFICE AND COMMUNITY ROOM AND THE CHRISTMAS LIGHTS SWITCH ON ACTION GROUP AND AGREE ANY FUTURE ACTIONS, AND ANY ASSOCIATED EXPENDITURE

The Clerk reported that she had looked into the possibility of illuminating the play equipment. A risk assessment would need to be completed and the Council would need to ensure that there were no shadows or glare formed by the illumination. It was agreed that for Health and Safety reasons the play area would be closed during the Illogan Christmas Lights Switch On Event.

Roseworthy Farm were interested in having their food van at the events; there would be no charge to the Council. It was agreed that Mrs Littlejohns would forward all information to the Clerk.

Mrs Wills would contact Radio Cornwall and ask if anyone was available to turn the lights on during the Illogan and Tolvaddon events.

The Clerk would confirm attendance for the blessings.

Mrs Wills had contacted retailers regarding presents. W H Smiths had offered some of their 1p books; Poundland had agreed to donate; she had asked Wetherspoons to donate crayons and was waiting to hear back.

Revd Robinson had offered to compere the Illogan Event if required.

The Choir would sing from 6.15-6.30pm and would then accompany the band.

It was agreed to invite the Scouts, Guides etc

That glow sticks would assist the walking train back to Illogan Park. The glow sticks would be given to parents, not directly to any children.

The craft stall would open at 2pm and close at the end of the Illogan Switch On Event. The tables would be advertised on Facebook. Stall holders would use the tables in the Community Room. Tables would be set up by 1.45pm at the latest; they could be set up the day before the event.

The Clerk would liaise with the band, choir and school re songs to be played and sung.

Cllr Jobson would be asked to contact Kim Conchie direct about opening the Office.

For the Office Opening Councillors will wear shirt and tie or formal dress.

It was proposed by Cllr Cullimore, seconded by Cllr Ms Kemp and

CL22/10/24.2 RESOLVED that 2 boxes of 300 glow sticks are ordered at a total cost of £40.

On a vote being taken the matter was approved unanimously.

CL22/10/25 TO RECEIVE A REPORT FROM THE FUTURE EVENTS ACTION GROUP, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Future events had been covered in the brainstorming.

CL22/10/26 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

There was nothing raised to be discussed at future meetings.

CL22/10/27 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Monday 7th November 2022 at 7pm at Tolvaddon Fire Station.

CL22/10/28 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 Ford, seconded by Cllr Ms Kemp and

CL22/10/28.2 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.

CL22/10/29 TO RECEIVE QUOTES FOR MARSHALS FOR THE REMEMBRANCE PARADE AND ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT, APPOINT A CONTRACTOR, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Ms Kemp, seconded by Cllr Cullimore and

CL22/10/29.2 RESOLVED that the quote from KAPAR would be accepted for them to take on Marshalling duties for the Remembrance Parade

On a vote being taken the matter was approved unanimously.

CL22/10/30 TO RECEIVE QUOTES FOR CHRISTMAS LIGHTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Cullimore, seconded by Cllr Ms Kemp and

CL22/10/30.2 RESOLVED that 4 sets of white lights and 4 sets of red lights be ordered for the Christmas trees and that 4 sets of warm white and 4 sets of coloured battery powered lights be ordered.

On a vote being taken the matter was approved unanimously.

CL22/10/31 TO RECEIVE A QUOTE FOR THE MEWP AND 2 OPERATIVES TO ERECT AND DECORATE THE TREES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Ford, seconded by Cllr Ms Kemp and

CL22/10/31.2 RESOLVED that the quote for the MEWP and 2 operatives to erect and decorate the trees be accepted.

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 8.29pm.

Signed

Date