

## ILLOGAN PARISH COUNCIL

Minutes of the Community Events Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Tuesday 12<sup>th</sup> September 2023 at 7.00 pm.

PRESENT: Cllr Cullimore (Chairman), Cllr Ekinsmyth (not a member of this Committee), Cllr Ford, Mr Dolling, Mrs Edwards, and Mrs Wills

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

The Chairman explained the safety procedures.

### **CL23/09/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Cooke and Ms Kemp.

Cllr Miss Kelly was absent.

### **CL23/09/2 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.

### **CL23/09/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

### **CL23/09/4 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.

### **CL23/09/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE COMMUNITY EVENTS COMMITTEE HELD ON THE 22<sup>ND</sup> AUGUST 2023 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Mrs Edwards, seconded by Mr Dolling and

### **CL23/09/5.2 RESOLVED that the minutes of the meeting of the Community Events Committee held on the 22<sup>nd</sup> August 2023 are received and approved with the correction of the typo and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

### **CL23/09/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**CL23/09/7**

**TO REVIEW THE FUN DAY EVENT AND CONSIDER IMPROVEMENTS FOR FUTURE EVENTS**

It was noted that:

- The discussion and decision to hold Illogan Fun Day was made about a year ago.
- The Fun Day took a lot of effort to organise, mistakes were made, and lessons were learnt.
- Everyone involved put in 100% effort.
- The day was busy with lots of people entering the community room, talking to councillors, and participating in the outdoor fitness equipment consultation.
- The general response was positive; people said the event was marvellous, they thought the organisers had done a brilliant job and should be congratulated.
- It was felt that the event was the best held by the Council.
- The spacing of the stalls needed to be reviewed for following events. The allocated areas needed to be marked out.
- The stalls needed to be closer to the other activities.
- The announcements from the PA were not reaching the whole of the park.
- It was felt the organ was overpowering and compromised the PA system.
- The organ set the ambience and tone of the day and gave a fun fair feel.
- The refreshments began early.
- The PA System wires ran along the ground under a cable mat, not overhead as had been agreed.
- There was one car that left the field after the Fun Day was open, despite being asked to move at 9.45am.
- The West Coast Academy Cheerleaders did not turn up. The Clerk would contact them and ask them why.
- The Committee were good at working around problems; the public attending didn't know anything was not as planned.
- There were only 6 attendees for the walking carnival.
- Some members felt that the advertising needed to include more detailed instructions.
- It was agreed to save the wine that was donated as a raffle prize for after the December Full Council meeting.
- There were concerns about the workload and resources needed for the organisation of the Fun Day. More help was needed from councillors and other volunteers. It was felt that guarantees of help were needed prior to planning any future events.
- The format for managing event planning and execution needed to be reviewed.
- That a volunteer's pack should be created to ensure all volunteers and co-opted committee members understood the procedures to be followed.
- The event was well received by the public.
- There were requests during the event for a programme.

It was reported during the meeting that there were concerns with the electrical supply for the PA system.

Suggestions for future years included:

- Marking areas for stalls.
- Move the stalls closer to other activities.
- Relocating the organ to the main entrance for future years.
- Speakers facing the play area.
- Reviewing the capacity and siting of the speakers.
- The power supply and cabling for the PA System needed to be reviewed.
- Any cables needing to go across paths needed to be overhead not on the ground covered by cable mats.
- Vehicles needed to be better monitored and if not off field by designated time, they would remain stationary until the end of the event.
- More pictures needed to be taken. Consider organiser for a photography student or group to attend to take photos.
- Consider producing a programme for future events.

**CL23/09/8**

**TO CONSIDER ORGANISING A LITTER PICKING EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was noted that:

- There had been poor attendance at previous litter picking events.
- There were many local residents who regularly collected litter.
- There was a contractor who completed regular litter picking for the Council.
- It was felt that the Council permanently loaning litter picking equipment to local residents would be more effective than organised events.
- Litter picks could be registered with Clean Cornwall who would loan equipment and provide insurance.
- It was felt that the Council should be leading on litter picks and should hold at least 2 events a year in the spring and autumn.
- Litter picking events needed to be held in the correct way within necessary limitations.

Cllrs Cullimore and Ford were willing to work with Council Officers to organise litter picking events.

It was agreed that this item is deferred until the next meeting.

**CL23/09/9**

**TO SET A DATE AND CONSIDER ARRANGEMENTS FOR THE TREE PLANTING WITH KIM CONCHIE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was suggested that the tree planting could commemorate the anniversary of the opening of the office and community room and be held before the Illogan Christmas Lights Switch On as last year; it was thought that this would also increase the footfall for the tree planting.

It was also suggested that the Illogan School gardening club could assist with the tree planting and then attend an environmental or climate change informal lesson in the Community Room.

It would be the Schools responsibility to invite parents etc to watch the tree planting and/or participate in the lesson.

It was agreed that there would be an item on the agenda for the January meeting to make the necessary arrangements.

It was proposed by Mr Dolling, seconded by Cllr Cullimore and

**CL23/09/9.2      RESOLVED                      that the tree planting with Kim Conchie will be held on Tuesday 5<sup>th</sup> March 2024.**

On a vote being taken the matter was approved unanimously.

**CL23/09/10      TO DISCUSS ARRANGEMENTS FOR THE 2023 REMEMBRANCE PARADE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The Road Closure application had been submitted.

The quotes for marshals had been sent.

Illogan Royal British Legion were all ready.

It was agreed that the Clerk would recirculate the Traffic Management for Community Events potential training dates.

**CL23/09/11      TO CONSIDER ARRANGEMENTS FOR THE CHRISTMAS LIGHTS SWITCH ON EVENTS AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed that the Fire Service could provide a BBQ during the Tolvaddon event as requested.

It was agreed that the Clerk would enquire with GK Electronics about a smaller stage.

The craft stalls and duration was discussed. It was agreed that refreshments would be served for the duration the craft stalls were available.

It was suggested that the lantern parade could be extended to include the perimeter path in Illogan Park. If the parade went around the perimeter path, marshalling and lighting would need to be considered.

It was proposed by Mrs Edwards, seconded by Cllr Ford and

**CL23/09/11.2      RESOLVED                      that the Clerk would obtain quotes for a small stage, PA system and lighting. The space available, potential layouts and number of attendees circulating would be taken into**

**consideration when completing the risk assessment.**

On a vote being taken the matter was approved unanimously.

It was agreed that draft layout plans would be considered at the next meeting.

The Clerk would contact the Robartes Arms to discuss the Christmas tree and whether they would like to come to Illogan Park to provide food and drinks. It was also suggested that attendees could be encouraged to go back to the Robartes Arms for further entertainment if the landlord was agreeable.

The Clerk would obtain quotes for 4 x 15ft Christmas trees and delivery.

It was suggested that there could be a live nativity at Park Bottom involving Illogan Preschool and the vicar. It was hoped to make the Park Bottom Switch On more family friendly. It was agreed that the pasties would be the same as last year; the Clerk would confirm the quantity.

**CL23/09/12      DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Monday 2<sup>nd</sup> October 2023 at 7.00 pm in the Council Office.

There being no further business the meeting closed at 8.48pm.

Signed .....

Date .....