

## ILLOGAN PARISH COUNCIL

Minutes of the Community Events Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Monday 5<sup>th</sup> February 2024 at 7.00 pm.

PRESENT: Cllr Cullimore (Chairman), Cllr Mrs O'Donnell (Vice Chairman) and Cllr Ford

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

The Chairman explained the safety procedures.

### **CL24/02/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Ms Kemp and Mr Dolling

There were no members absent.

### **CL24/02/2 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.

### **CL24/02/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

### **CL24/02/4 PUBLIC PARTICIPATION**

There were no members of the public present.

### **CL24/02/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE COMMUNITY EVENTS COMMITTEE HELD ON THE 15<sup>TH</sup> JANUARY 2024 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Mrs O'Donnell, seconded by Cllr Ford and

### **CL24/02/5.2 RESOLVED that the minutes of the meeting of the Community Events Committee held on the 15<sup>th</sup> January 2024 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

### **CL24/02/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**CL24/02/7 TO RECEIVE AN UPDATE ON THE EVENTS BUDGET, AND AGREE ANY FUTURE ACTIONS (TO BE TABLED AT THE MEETING)**

It was proposed by Cllr Cullimore, seconded by Cllr Mrs O'Donnell and

**CL24/02/7.2 RESOLVED that the Events budget is noted.**

On a vote being taken the matter was approved unanimously.

**CL24/02/8 TO AGREE THE DONATIONS TO THE BANDS AND CHOIRS WHO ATTENDED THE CHRISTMAS LIGHTS SWITCH ON EVENTS AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs O'Donnell, seconded by Cllr Cullimore and

**CL24/02/8.2 RESOLVED that a donation of £60 be made to Vox Dance Group and Illogan Community Choir, £100 donation be made to Illogan Sparnon Silver Band and £150 donation be made to Camborne Youth Band and Maids of Melody.**

On a vote being taken the matter was approved unanimously.

**CL24/02/9 TO CONFIRM ALL ARRANGEMENTS FOR THE TREE PLANTING WITH KIM CONCHIE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Mrs O'Donnell, seconded by Cllr Ford and

**CL24/02/9.2 RESOLVED that the Clerk would confirm if the gardening volunteers would dig the hole for the tree planting with Kim Conchie and get a quote from Greens Grounds and Trees in the event that the volunteers are unavailable.**

**Parents / carers of the children of Illogan School Gardening Club, Illogan WI, gardening volunteers and Councillors would be invited to attend the event.**

**The Clerk would purchase a large Witch hazel tree for the planting. The additional £20 to purchase a large tree would come from the Events Committee budget.**

**The Clerk would purchase a plaque to mark the event, including the date of the office opening, at a cost no more than £200.**

**The budget for refreshments for the event would be £30 and refreshments would include 1 'Free From' cake.**

On a vote being taken the matter was approved unanimously.

**CL24/02/10**

**TO CONFIRM ALL ARRANGEMENTS FOR THE SPRING LITTER PICK, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

A draft registration form was circulated. Participants would register at the office on the day of the event. Areas to be litter picked could be suggested when enquiries were made to the office. Areas being litter picked would be monitored on the day of the event to ensure an even distribution of participants.

It was proposed by Cllr Mrs O'Donnell, seconded by Cllr Cullimore and

**CL24/02/10.2**

**RESOLVED**

**that the budget for refreshments for the Spring Litter Pick event was set at maximum of £100.**

**A record would be kept of where people are litter picking and of how to communicate with them if necessary. A registration form would be completed for each person / group which includes a contact name and number and where they are going to litter pick. The forms will act as a register to check everyone has made it back from litter picking. All forms would be shredded after the event.**

**The Clerk and Assistant to the Clerk would be in the Community Room throughout the event. They would be able to be contacted by the litter pickers in case of any queries or emergencies and would prepare the refreshments ready for people returning from litter picking.**

**The event would be registered with Clean Cornwall who would then collect and remove the collected waste.**

**A briefing would be given to participants about dos and don'ts of litter picking. All groups would be given these details as a checklist along with emergency contact information.**

**All participants would be advised not to litter pick in areas without a footway for their own safety.**

**The Clerk would update the risk assessment for the event.**

On a vote being taken the matter was approved unanimously.

**CL24/02/11**

**TO CONSIDER ARRANGEMENTS FOR THE 80<sup>TH</sup> ANNIVERSARY OF D-DAY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The office had been advised that the Illogan Royal British Legion were meeting late in February to discuss their arrangements for the D-Day anniversary.

It was suggested that a slideshow of images of Illogan during the wartime era could be used as the background for the reading of The Tribute.

The Council could use Facebook live to stream the lighting of the lamps with Councillors in attendance. Lamps could be placed around the planters to be lit and then moved to the windows of Illogan Parish Council Community Office and be suspended from the ceiling in the community room.

It was proposed by Cllr Ford, seconded by Cllr Mrs O'Donnell and

**CL24/02/11.2**

**RESOLVED**

**that 6 more flickering lamps would be purchased for the 80<sup>th</sup> anniversary of D-Day event.**

On a vote being taken the matter was approved unanimously.

**CL24/02/12**

**TO CONSIDER ARRANGEMENTS FOR ILLOGAN FUN DAY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The Circus Skills workshop, Storytellers and Healthy Cornwall games were a success last year and these should be considered again for this year's event. Mount Hawke had a mobile skate park for events, and this could be investigated for the event this year.

Refreshments were very popular last year and put a high demand on volunteers. Other options should be looked into for the event this year.

Advertising for stallholders and entertainers needed to be done earlier this year to increase attendance.

It was proposed by Cllr Cullimore, seconded by Cllr Mrs O'Donnell and

**CL24/02/12.2**

**RESOLVED**

**that the stallholders who attended the last Fun Day would be invited to attend this year's Fun Day.**

**Healthy Cornwall would be invited to attend this year's Fun Day**

**The Clerk would book Hookah Smoking Caterpillars to perform at the Fun Day.**

**The Clerk would book the stage and PA System for the Fun Day from GK Electronics.**

**The Clerk would look into Circus Skills workshops and Storytellers for the Fun Day.**

On a vote being taken the matter was approved unanimously.

**CL24/02/13**

**TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS**

A Teens Dance Music event to be held in the community room.

Co-option of members of the public to the Community Events Committee

**CL24/02/14**

**DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Monday 4<sup>th</sup> March 2023 at 7.00pm in the Council Office.

There being no further business the meeting closed at 8.28pm.

Signed .....

Date .....