

## ILLOGAN PARISH COUNCIL

Minutes of the Community Events Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Tuesday 30<sup>th</sup> July 2024 at 7.00 pm.

PRESENT: Cllr Cullimore (Chairman), Cllr Mrs O'Donnell (Vice Chairman), Cllr Ford, Cllr Hodge, Cllr Ms Kemp, Cllr Simmons and Mr Dolling.

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

**CL24/07/13 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS**

Apologies were received from

**CL24/07/14 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.

**CL24/07/15 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**CL24/07/16 PUBLIC PARTICIPATION**

There were no members of the public present.

**CL24/07/17 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE COMMUNITY EVENTS COMMITTEE HELD ON THE 2<sup>ND</sup> JULY 2024 AND THE CHAIRMAN TO SIGN THEM**

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

**CL24/07/17.2 RESOLVED that the minutes of the meeting of the Community Events Committee held on the 2<sup>nd</sup> July 2024 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**CL24/07/18 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

The Chairman thanked Cllrs Ms Kemp and Simmons for the planting on The Platt and for erecting the soldier silhouette.

**CL24/07/19 TO RECEIVE AN UPDATE ON THE EVENTS BUDGET, AND AGREE ANY FUTURE ACTIONS (TO BE TABLED AT THE MEETING)**

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

**CL24/07/19.2 RESOLVED that the updated budget is received. That the Clerk would look into banners which are more rigid and on which we could amend the dates. To look into erecting the banners inhouse using Cllrs skills.**

On a vote being taken the matter was approved unanimously.

**CL24/07/20 TO CONSIDER ARRANGEMENTS FOR ILLOGAN FUN DAY, INCLUDING A WALK OF THE SITE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**CL24/07/20.2 RESOLVED that the programme is approved with the following amendments:**

- **Front cover – include 'Entertainment and Activities for all ages' and 'Bring picnic blankets and chairs and stay all day'**
- **Rest Area – 1<sup>st</sup> paragraph – amend to read 'If the fun and excitement becomes ...'**
- **Rest Area – 3<sup>rd</sup> paragraph – amend to read 'Take a moment to unwind and rejuvenate away from the lively activities and entertainment'**
- **Activities and Stalls – 1<sup>st</sup> paragraph – 1<sup>st</sup> sentence - amend to read 'Swing by for a day full of fun ...'**
- **Activities and Stalls – 1<sup>st</sup> paragraph – 2<sup>nd</sup> sentence – amended to read 'Get a peek inside a fire engine and police car, and explore charity, craft and other stalls.'**

On a vote being taken the matter was approved unanimously.

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

**CL24/07/20.3 RESOLVED to approve the attendance of Cirque Du Ciel at Illogan Fun Day and the associated expenditure. To approve the attendance of all stallholders. That Illogan Fun Day will be added to all the What's On Guides for all local radio stations. That the Clerk would ask Portreath Parish Council to advertise Illogan Fun Day.**

On a vote being taken the matter was approved unanimously.

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

**CL24/07/20.4 RESOLVED to agree the layout for Illogan Fun Day as follows:**

- **The organ would be on the grass area adjacent to the recycling bin by the entrance.**
- **The Robartes Arms catering trailer would be along the railings by the service gate.**
- **The stage and marquee for the entertainers would be in front of the storage containers.**
- **The stall holders would run along the path at the bottom of the park.**
- **Healthy Cornwall's marquee would be at the end of the stallholders with their games running adjacent to their marquee towards the top of the field.**
- **There would be a 4m walkway between the Healthy Cornwall Games and Slacklining School, a 4m walkway and then Cirque Du Ciel, a 4m walkway and then Coppice Theatre's marquee for the storytelling.**
- **The first aid would be on the grass to the right-hand side of the entrance to the field from near the Office in the same location as last year.**
- **The Fire Service and Police would be in the car park by the Office.**
- **The stallholders would park at the bottom end of the rugby pitch.**

On a vote being taken the matter was approved unanimously.

It was agreed that members of the Community Events Committee would meet in the Office at 8.30am. Stallholders and activity providers would be able to access the field to set up from 9am. All vehicle movements would be prohibited from 10am. Cllrs Ms Kemp and Simmons would be traffic stewards.

The Robartes Arms would need access to the Changing Facilities for drinking water. The Robartes Arms would provide two ice cream scoops.

The Illogan in Bloom display would be set up in the Community Room, Cllr Ms Kemp and her volunteers would be available to talk to people and try and recruit some more volunteers.

It was agreed that the Clerk would compile an order for the stallholders to go in; it was agreed that she would mix charities and businesses and try not to have similar stalls next to each other. Cllr Simmons would mark and number each stallholder space.

The Clerk would draft information and directions for stallholders and would circulate them in advance of the Fun Day.

There would be a Thank You section on the website page accessed by the QR code to thank everyone who has donated towards the event.

The Clerk would draft an information sheet for Ronnie Chaffe for him to Thank the donors towards the event, do a last chance for hot food call etc.

It was agreed that the Clerk would check the amperage needed by GK Electronics and the Robartes Arms and that the plug sockets on the telegraph poles are able to supply the demand. Cllr Simmons would bring a ladder to access the plug sockets.

The Clerk would draft a consent form for photographs. Only representatives from Illogan Parish Council will take any photographs. The Clerk would investigate a photo dump for the website and a post to ask for photographs on the Facebook page.

**CL24/07/21 TO RECEIVE AND APPROVE THE ROAD CLOSURE PAPERWORK FOR THE ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT, APPROVE THE EXPENDITURE, FOR THE CLERK TO SUBMIT THE PAPERWORK TO CORNWALL COUNCIL AND ANY FUTURE ACTIONS**

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

**CL24/07/21.2 RESOLVED to receive and approve the Road Closure Paperwork for the Illogan Christmas Lights Switch On Event with the following amendments and for the Clerk to submit it to Cornwall Council:**

- **Item 1 – Event Organisers details – amend email address to [enquiries@illoganparishcouncil.gov.uk](mailto:enquiries@illoganparishcouncil.gov.uk)**
- **Item 10 – Medical Provision – add 'To be confirmed'**
- **Item 11 – Catering – select 'Yes' and include the details of the Robartes Arms catering trailer.**
- **Page 16 – include the details for the accredited person**

On a vote being taken the matter was approved unanimously.

**CL24/07/22 TO CONSIDER ARRANGEMENTS FOR THE AUTUMN LITTER PICK, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed to defer this item until the September meeting.

**CL24/07/23 TO CONSIDER ARRANGEMENTS FOR THE 2024 CHRISTMAS LIGHTS SWITCH ON EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed that Cllr Hodge would speak to the Manager in Morrisons Daily about siting the Robartes Arms catering trailer on the pavement outside the shop.

The Clerk would obtain quotes for banners in a rigid plastic style where the date could be updated annually.

The Clerk would confirm with Tolvaddon Fire Station that there would be room for the Robartes Arms catering trailer.

The Clerk would contact Tolvaddon Fire Station and ask for their thoughts on an external project for the outside of the Fire Station rather than putting lights up on it. The Clerk would also ask if we could hold a meeting in the Community Room.

**CL24/07/24**

**TO RECEIVE INFORMATION AND CONSIDER COMMEMORATING VE DAY 2025, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed that there would be a jointly held VE Day Commemorative Event between Illogan Parish Council and Illogan Royal British Legion.

The Lamp Lights of Peace would be lit and displayed in the Community Room.

The event would be held in St Illogan Parish Church; the vicar would be invited to a meeting to discuss the event.

It was agreed that St Illogan Church would be booked.

It was agreed that Illogan School should be involved, either with an event in the afternoon or to create a display for the evening event.

The Clerk would investigate the permissions required for the erection of a flagpole in Illogan Park near the Office.

**CL24/07/25**

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

The 80<sup>th</sup> Anniversary of VJ day which was the 28<sup>th</sup> August 2025.

The Purple Poo Campaign for Manningham Wood.

A flagpole for Illogan Park.

**CL24/07/26**

**DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Tuesday 20<sup>th</sup> August 2024 at 7.00pm in the Illogan Parish Council Community Office.

There being no further business the meeting closed at 8.38pm.

Signed .....

Date .....