

ILLOGAN PARISH COUNCIL

Minutes of the Community Events Committee held in the Community Room, Tolvaddon Fire Station, Tolvaddon, on Tuesday 8th October 2024 at 7.00 pm.

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

ALSO PRESENT: Mrs S Rimell, Clerk; and two representatives from Tolvaddon Fire Service (until point mentioned).

The Chairman thanked Tolvaddon Fire Service for use of the community room.

The Chairman explained the safety procedures.

CL24/10/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

There were no apologies received; all members were present.

CL24/10/2 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.

CL24/10/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

CL24/10/4 PUBLIC PARTICIPATION

There were no members of the public present.

It was agreed to bring the Tolvaddon Christmas Lights Switch On Event arrangements forward to the next agenda item to allow the Firefighters to return to their duties.

CL24/10/5 TO CONSIDER ARRANGEMENTS FOR THE 2024 CHRISTMAS LIGHTS SWITCH ON EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Tolvaddon Christmas Lights Switch On Event.

It was agreed that Maids of Melody would perform two sets, one at the start and one at the end of the event. Camborne Youth Band, and Vox Dance were booked. The PA System and MC were booked.

Santa would board the fire engine at 5.45pm. Santa needed to arrive in time to get changed and board the fire engine. A changing room was

available for Santa to use. Santa would arrive on the fire engine, turn the Christmas lights on and go into the grotto. Disabled persons would be fast tracked to see Santa.

Robartes Arms mobile catering van would provide refreshments at affordable prices. Once the Robartes Arms had covered their costs, the remainder would be donated to the firefighter's charity; this would be advertised before and during the event.

It would be advertised that attendees would park in Tolvaddon Business Park. The route from the Business Park to the Fire Station would be marked, lit, and stewarded as required. Rayle Farm had signs on cones which could be used.

The fire service was happy with lights or projectors; they would find suitable places to place them.

The fire service would seek donations for gifts for Santa and refreshments; any shortfall would be supplied by the Council.

The Council Office would liaise with the Fire Service to create and agree joint advertising. Advertising would include a QR Code to a webpage with further information such as the location, What3Words, details of performers etc.

A site plan for the event would be drawn up.

The Fire Service would organise a raffle. Proceeds from the raffle would be donated to the Firefighters Charity.

The Fire Service would do an inventory of decorations and put in a request for any new ones that were required.

The event would be advertised through social media, websites, posters, banners, Illogan Review, local schools etc.

Two representatives from Tolvaddon Fire Service left the meeting at 7.37pm.

CL24/10/6

TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE COMMUNITY EVENTS COMMITTEE HELD ON THE 4TH SEPTEMBER 2024 AND THE CHAIRMAN TO SIGN THEM

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

CL24/10/6.2

RESOLVED

that the minutes of the meeting of the Community Events Committee held on the 4th September 2024 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

**CL24/10/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON
PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**CL24/10/8 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 Simmons and

CL24/10/8.2 RESOLVED to receive the updated events budget.

On a vote being taken the matter was unanimously.

**CL24/10/9 TO REVIEW THE AUTUMN LITTER PICK, AND AGREE ANY FUTURE
ACTIONS AND ANY ASSOCIATED EXPENDITURE**

In general, it was a nice day, and nice to meet members of the community. There was a good turnout including some new faces. The attendance may have been adversely affected by the vaccinations being held by the doctor's surgery.

It was suggested that:

- Weed removal should be removed.
- Tolvaddon should be included in future litter picks.
- Bag hoops in the same style as the ones used by Biffa should be purchased.
- Refreshments should be delivered to the Office.
- The Office should handle all arrangements for the event.
- The Council should consider holding quarterly litter picks.

**CL24/10/10 TO CONSIDER ARRANGEMENTS FOR THE 2024 CHRISTMAS LIGHTS
SWITCH ON EVENTS, AGREE ANY FUTURE ACTIONS AND ANY
ASSOCIATED EXPENDITURE**

Illogan Christmas Lights Switch On Event

It was agreed that the Clerk would invite the headteacher of Illogan School to the next Committee meeting.

The Clerk would contact the Ritzy Belles and discuss the arrangements for the event.

The Clerk would contact G K Electronics and discuss the set up and removal arrangements.

A banner could be erected on the front wall of the Robartes Arms advertising the event etc.

The grotto would be in the left-hand side of the restaurant. There would be a one-way system from Santa through to the pool room and back out through the pub. There would be a steward to monitor the one-way system.

The tree would be located to the front of the pub off centre to the right-hand side.

Santa would have a radio.

The Clerk would contact Greens Grounds and Trees and request a quote for the MEWP and operatives to erect and dismantle the trees.

The trees would be delivered on the 25th November 2024.

There were presents remaining from last year's event.

CL24/10/11 TO RECEIVE INFORMATION AND CONSIDER COMMEMORATING VE DAY 2025, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Illogan Church had been booked. Illogan Royal British Legion were meeting with the Cornwall Branch Representative in December to discuss the commemorations. A flag would be flown at Illogan Royal British Legion.

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

CL24/10/11.2 RESOLVED that Cllr Simmons would make some flagpoles to display for the Council in November and that a flagpole for Illogan Park would be an agenda item at the November Full Council meeting.

On a vote being taken the matter was approved unanimously.

CL24/10/12 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

There were no items raised.

CL24/10/13 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Tuesday 22nd October 2024, at 7pm in Illogan Parish Council Community Office.

CL24/10/14 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 Mrs O'Donnell and

CL24/10/14.2 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.

CL24/10/15 TO RECEIVE QUOTES FOR MARSHALS AND STEWARDS FOR THE ILLOGAN REMEMBRANCE PARADE, ILLOGAN AND TOLVADDON CHRISTMAS LIGHTS SWITCH ON EVENTS, APPOINT A CONTRACTOR, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Ford, seconded by Cllr Simmons and

CL24/10/15.2 RESOLVED that WillSecure are appointed to provide marshals and stewards for the Illogan Remembrance Parade, Illogan and Tolvaddon Christmas Lights Switch On Events as per their quote and subject to confirmation of numbers of operatives required and their qualifications to place the road signs. The Clerk would liaise with the Chair and Vice Chair of the Community Events Committee to confirm numbers of marshals required for each event.

On a vote being taken the matter was approved unanimously.

CL24/10/16 TO RECEIVE QUOTES FOR SIGNS FOR EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Cullimore, seconded by Cllr Simmons and

CL24/10/16.2 RESOLVED that the quote for signs for events from Contract Sign Systems is approved.

On a vote being taken the matter was approved unanimously.

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

Signed

Date