

ILLOGAN PARISH COUNCIL

Minutes of the Community Events Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Tuesday 21st October 2025 at 6.30pm.

PRESENT: Cllr Tara O'Donnell (Chairman), Cllr Lee Hodge (Vice Chairman), Cllr Anne Edwards, Cllr Graham Ford, Cllr Sue Simmons, and Mr Dolling

ALSO PRESENT: Mrs S Rimell, Clerk; 2 representatives from Tolvaddon Fire Station; and 2 members of the public.

The Chairman explained the safety procedures.

CL25/10/16 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

Apologies were received from Cllr Ekinsmyth, Cllr L Simmons and Mrs Wills.

There were no members absent.

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

CL25/10/16.2 RESOLVED to receive and approve the apologies from Cllr Ekinsmyth, Cllr L Simmons and Mrs Wills.

On a vote being taken the matter was approved unanimously.

CL25/10/17 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. Cllr Mrs Edwards said that she was the founder of Light Up Illogan before it became a Working Group of Illogan Parish Council.

CL25/10/18 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

CL25/10/19 PUBLIC PARTICIPATION

There were no members of the public present.

CL25/10/20 TO CO-OPT MEMBERS OF THE PUBLIC ONTO THE COMMUNITY EVENTS COMMITTEE FOR THE 2025/2026 MUNICIPAL YEAR.

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

CL25/10/20.2 RESOLVED to co-opt Mrs Bev Wills onto the Community Events Committee for the 2025/2026 municipal year.

On a vote being taken the matter was approved unanimously.

CL25/10/21 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE COMMUNITY EVENTS COMMITTEE HELD ON THE 2ND SEPTEMBER AND 7TH OCTOBER 2025 AND THE CHAIRMAN TO SIGN THEM

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

CL25/10/21.2 RESOLVED that the minutes of the meetings of the Community Events Committee held on the 2nd September, and 7th October 2025 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

CL25/10/22 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising from the minutes; all items were on the agenda.

CL25/10/23 TO RECEIVE AN UPDATE ON THE EVENTS BUDGET, AND AGREE ANY FUTURE ACTIONS (TO BE TABLED AT THE MEETING)

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

CL25/10/23.2 RESOLVED to receive and note the update on the Events Budget.

On a vote being taken the matter was approved unanimously.

CL25/10/24 TO CONSIDER ARRANGEMENTS FOR THE 2025 CHRISTMAS EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Tolvaddon Fire Station – Curnow Schools Choir Hour

Representatives from Tolvaddon Fire Station outlined plans for a special Choir Hour event for pupils from the Curnow Schools, scheduled to take place from about 3:30pm to 4:30pm on 5th December. The event is being designed with sensory-friendly and accessibility considerations in mind to support SEND pupils.

To create a calmer environment, the event will be quieter and less crowded than the main Christmas Lights Switch On event. Accessibility improvements will include enhanced wheelchair access and arrangements for parents and carers to drive to the rear of the appliance bay for easier drop-off and collection.

The programme will feature performances from local choirs and a visit from Santa, who will hand out gifts to the children. The Fire Service is considering building a ramp into the grotto or alternatively bringing Santa into the appliance bay to ensure full accessibility. Discussions with Curnow

Schools are ongoing regarding whether the event should include music and the most suitable gift options to meet the needs of all pupils.

Tolvaddon Christmas Lights Switch On

Maids of Melody were taking a break from performing and would be reviewing the future of the choir in the New Year and were therefore unable to attend the switch on event.

The lights would be switched on about 5.45pm.

Vox Dance would be performing for about 15-20 minutes from about 6.15pm.

Illogan Sparnon Silver Band were performing from 7.15pm – 7.35pm. Ronnie Chaffe would provide children's entertainment from 5.30pm until the start of Vox, in between Vox and the Band and after the band until the conclusion of the event. He would comper the event, introduce and thank everyone, count down the lights switch on etc.

The layout of the event would be altered this year, the entrance to the appliance bay would be through the right hand door as you look at the bay, there would be a designated queuing area along the front of the appliance doors and along the end of the bay to the grotto, the stage and performances would be held in front of the rear middle appliance door and refreshments would be available from the rear right corner.

Santa would be the same as last year; they would arrive in a fire engine with an elf. There would be no selfies with Santa; appropriate signage would be displayed along the designated queue route and outside the grotto.

Refreshments would include tea, coffee, hot chocolate, squash, mulled wine for over 18s, biscuits and mince pies. The fire service would provide the refreshments and had volunteers to serve them.

Illogan Parish Council would provide the selection boxes. It was estimated that 120-150 selection boxes were given out by Santa during the 2024 Switch On event.

The fire service was looking into having a snow machine. They would complete the necessary Health and Safety and COSHH assessments and send copies to the Clerk. Cllr Hodge said that he may have a snow machine that the fire service could borrow; he would liaise through the Clerk with the fire service.

The event advertising will clearly highlight the partnership working. The Council Office will design the advertising materials and share them with the Fire Service to circulate on their media. Closer to the event date, social media posts will be shared to remind attendees to be considerate of local residents and to park responsibly.

2 representatives from Tolvaddon Fire Service left the meeting at 7.05pm.

Illogan Christmas Lights Switch On

The Council Office were liaising with Illogan School.

Cllr Hodge was awaiting confirmation on the use of the sleigh.

The road closure signs for Robartes Terrace would be by the double roundabouts, to the right-hand side of Harris Memorial and to the left-hand side of Ventonraze and there would be marshals stationed on all road closures. Where possible, access would be maintained to Harris Memorial Surgery.

It was noted that Cllrs Mrs Edwards and Mrs O'Donnell were unavailable during the event.

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

CL25/10/24.2 RESOLVED that there will be an appointed external marshal positioned at every road closed sign.

On a vote being taken the matter was approved unanimously.

It was agreed that the pa and stage lights etc would be powered by a silent generator. Members were very thankful to the neighbouring property for offering to provide power, however the Committee did not want to risk overloading their system and causing issues. It was agreed that the pa and stage lights etc would be powered by a silent generator. The Clerk would contact local companies and enquire whether they would be willing to donate a silent generator for the evening and if not obtain quotes to hire one that would be suitable to power the pa, stage light etc. Cllr Hodge agreed to make enquiries regarding silent generators through his contacts.

It was agreed that Cllrs Mrs Edwards and Hodge would approach local businesses and enquire whether they would be willing to donate selection boxes for the switch on events (Tolvaddon and Illogan) and if not whether they would be willing to sell them at a discounted rate. The Committee needed a total of 400 x 78g (4 bar) selection boxes and 10 similar vegan ones.

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

CL25/10/24.3 RESOLVED that the Lions Club would be donated £75 for the provision of Santa for the Tolvaddon Christmas Lights Switch On Event.

On a vote being taken the matter was approved unanimously.

It was agreed that the Clerk would draft a performance rota for the Illogan Christmas Lights Switch On Event and liaise with the performances regarding times etc. It was agreed that the event would commence with the Ritzy Belles, the band would play for a short time when the parade arrived, Ronnie would do some children's entertainment, and the Ritzy Belles would perform an ending set.

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

CL25/10/24.4 RESOLVED to approve the following arrangements and actions for the Illogan and Tolvaddon Christmas Lights Switch On Events:

Tolvaddon Christmas Lights Switch On

- **The performers are Illogan Sparnon Silver Band, Ronnie Chaffe and Vox Dance.**
- **The layout of the event - the entrance to the appliance bay would be through the right hand door as you look at the bay, there would be a designated queuing area along the front of the appliance doors and along the end of the bay to the grotto, the stage and performances would be held in front of the rear middle appliance door and refreshments would be available from the rear right corner.**
- **Santa would be the same as last year; they would arrive in a fire engine with an elf. There would be no selfies with Santa; appropriate signage would be displayed along the designated queue route and outside the grotto.**
- **Refreshments would include tea, coffee, hot chocolate, squash, mulled wine for over 18s, biscuits and mince pies. The fire service would provide the refreshments and had volunteers to serve them.**
- **Illogan Parish Council would provide the selection boxes.**
- **The event advertising will clearly highlight the partnership working. The Council Office will design the advertising materials and share them with the Fire Service to circulate on their media. Closer to the event date, social media posts will be shared to remind attendees to be considerate of local residents and to park responsibly.**

Illogan Christmas Lights Switch On

- **The road closures signs for Robartes Terrace would be by the double roundabouts, to the right-hand side of Harris Memorial and to the left-hand side of Ventonraze and there would be marshals stationed on all road closures. Where possible, access would be maintained to Harris Memorial Surgery.**
- **The pa and stage lights etc would be powered by a silent generator.**

- **The Clerk would contact local companies and enquire whether they would be willing to donate a silent generator for the evening and if not obtain quotes to hire one that would be suitable to power the pa, stage light etc. Cllr Hodge agreed to make enquiries regarding silent generators through his contacts.**
- **Cllrs Mrs Edwards and Hodge would approach local businesses and enquire whether they would be willing to donate selection boxes for the switch on events (Tolvaddon and Illogan) and if not whether they would be willing to sell them at a discounted rate. The Committee needed a total of 400 x 78g (4 bar) selection boxes and 10 similar vegan.**
- **The Clerk would draft a performance rota for the Illogan Christmas Lights Switch On Event and liaise with the performances regarding times etc. It was agreed that the event would commence with the Ritzy Belles, the band would play for a short time when the parade arrived, Ronnie would do some children's entertainment, and the Ritzy Belles would perform an ending set.**

On a vote being taken the matter was approved unanimously.

CL25/10/25

TO RECEIVE AN UPDATE FROM LIGHT UP ILLOGAN, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Cllr Mrs Edwards stated that Light Up Illogan had been regularly meeting to discuss ideas and finalise plans. All plans and proposals were subject to approval by the Community Events Committee.

The group were planning to host two family advent window workshops, in St Illogan Parish Church and Illogan Parish Council Community Office. An adults wreath making workshop in Illogan Parish Council Community Office, participants would be charged £5 on booking a place which would include their ring.

Local business, organisations and residents were being encouraged to provide one of the Cornish 12 days of Christmas, the locations of which would be plotted on a map and shared through the Councils media.

Wooden Christmas Trees, candles etc were being made out of reclaimed wood to be displayed around the parish mostly of land owned by the Parish Council to add decoration and light to the area. The areas being considered included The Platt, Illogan Park and the church gates etc.

The groups aims were to create affordable and sustainable items which could be displayed each year to make the area more festive. They also

wanted to improve community spirit by bringing people together to participate in affordable events.

It was agreed that lights would not be provided to go behind the advent windows to light them up for health and safety concerns.

The group were actively seeking donations for items to help with the displays and events.

It was proposed by Cllr Hodge, seconded by Cllr Mrs S Simmons and

CL25/10/25.2 RESOLVED to allocate a maximum of £650 to Light Up Illogan for the provision of the festive displays and hosting two family advent window workshops and the wreath making event.

On a vote being taken the matter was approved unanimously.

It was agreed that the Clerk would include a note in the financial statement for the Events budgets that the fees from the wreath making would replenish the budget used to purchase the materials etc.

CL25/10/26 TO RATIFY THE EXPENDITURE FOR CHILDREN'S LITTER PICKERS, REFRESHMENTS FOR THE LITTER PICKING EVENT AND APPOINTMENT OF MARSHALS FOR THE REMEMBRANCE PARADE AND ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT FROM THE MEETING HELD ON THE 7TH OCTOBER 2025 AND AGREE ANY FUTURE ACTIONS

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

CL25/10/20.2 RESOLVED to ratify the expenditure from the meeting held on the 7th October 2025 for the children's litter pickers, refreshments for the litter picking event, and appointment of WillSecure to provide marshals for the Remembrance Parade and Illogan Christmas Lights Switch On Event.

On a vote being taken the matter was approved unanimously.

CL25/10/27 TO REVIEW THE AUTUMN LITTER PICK, AND AGREE ANY FUTURE ACTIONS

The autumn litter pick was well attended and collected a lot of waste. It was felt that the spring litter pick should focus on Tolvaddon and Park Bottom.

CL25/10/28 TO FINALISE ARRANGEMENTS FOR THE REMEMBRANCE PARADE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

All arrangements were in place.

In response to a question it was confirmed that only poppies supplied by the Royal British Legion could be carried in the parade; craft poppies were not to be used during memorial occasions. If the rector agreed, the poppy banner could be displayed in St Illogan Parish Church.

CL25/10/29 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

It was agreed that the locations for the wooden displays being created by Light Up Illogan would be discussed and agreed.

CL25/10/30 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Tuesday 4th November 2025 at 6.30pm in the Council Office.

CL25/10/31 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 Mrs Edwards, seconded by Cllr Mrs O'Donnell and

CL25/10/31.2 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.

CL25/10/32 TO RECEIVE QUOTES FOR A MOBILE ELEVATED WORK PLATFORM (MEWP) AND 2 OPERATIVES TO ERECT AND DECORATED THE CHRISTMAS TREES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

CL25/10/32.2 RESOLVED to receive the quote from Greens Grounds and Trees for a Mobile Elevated Work Platform (MEWP) and 2 operatives to erect, decorate, and remove the 3 Christmas trees, tree on The Platt and in Illogan Park.

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 8.00pm.

Signed

Date