

ILLOGAN PARISH COUNCIL

Minutes of the Community Events Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Tuesday 4th November 2025 at 6.30 pm.

PRESENT: Cllr Tara O'Donnell (Chairman), Cllr Anne Edwards, Cllr David Ekinsmyth (from point mentioned), Cllr Graham Ford, Cllr Lee Simmons, and Cllr Sue Simmons.

ALSO PRESENT: Mrs S Rimell, Clerk; and 1 member of the public.

The Chairman explained the safety procedures.

CL25/11/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

Apologies were received from Cllr Ekinsmyth, Mr Dolling and Mrs Wills. It was noted that Mr Wing has resigned from the Committee.

Cllr Hodge absent.

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

CL25/11/1.2 RESOLVED to receive and approve the apologies from Cllr Ekinsmyth, Mr Dolling and Mrs Wills.

On a vote being taken the matter was approved unanimously.

CL25/11/2 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.

CL25/11/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

CL25/11/4 PUBLIC PARTICIPATION

There were no members comments from the public.

CL25/11/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE COMMUNITY EVENTS COMMITTEE HELD ON THE 21ST OCTOBER 2025 AND THE CHAIRMAN TO SIGN THEM

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

CL25/11/5.2 RESOLVED that the minutes of the meeting of the Community Events Committee held on the 21st October 2025 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

CL25/11/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

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

CL25/11/7 TO RECEIVE AN UPDATE ON THE EVENTS BUDGET, AND AGREE ANY FUTURE ACTIONS (TO BE TABLED AT THE MEETING)

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

CL25/11/7.2 RESOLVED to receive the updated events budget.

On a vote being taken the matter was approved unanimously.

CL25/11/8 TO FINALISE ARRANGEMENTS FOR THE 2025 CHRISTMAS EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Members had been contacting local shops enquiring about the cost of 78g selection boxes; the cheapest being £1.29 each. During the search, the Tesco Chocolate Hollow Reindeer 100g were seen, these were 89p and contained more chocolate than the selection boxes and would not require wrapping; it was suggested that these may be a better option than the selection boxes.

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

CL25/11/8.2 RESOLVED to order 400 Tesco Chocolate Hollow Reindeer 100g for Santa's gifts and that 10 equivalent vegan gifts would be sourced.

On a vote being taken the matter was approved unanimously.

The Committee had three options for silent generators for the Illogan Christmas Lights Switch On Event.

1. Borrow one from Cllr Hodge's contact, Property Care Builders
2. Hire one from Ellis Electrical
3. Hire one from Travis Perkins

Although the Committee appreciated the kind offer from Property Care Builders to lend the Council a generator, there were some concerns regarding this option. To date, we had only been provided with photographs of the generators and the company's business card. No technical details had been supplied regarding the generators' sizes, specifications, or suitability for our power requirements nor any servicing history etc.

As the Community Events Committee does not have the necessary expertise to determine whether the power output of the generators shown would meet our needs, we were unable to make an informed judgment at this stage. Additionally, the Committee required *silent generators*, and the

only information provided is that one of the generators is “quieter than the other,” without any supporting data.

Given these uncertainties, and to ensure that all options are properly considered ahead of the upcoming event, we approached several hire companies to obtain quotations. to allow members to make a fully informed decision regarding the most appropriate and reliable power solution.

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

CL25/11/8.3 RESOLVED that the silent generator for the Illogan Christmas Lights Switch On Event would be hired from Travis Perkins.

On a vote being taken the matter was approved unanimously.

It was agreed that the Clerk would contact the Fire Service and chase copies of their health and safety paperwork.

CL25/11/9 TO RECEIVE AN UPDATE FROM LIGHT UP ILLOGAN, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Light Up Illogan’s plans were progressing well. The pallet displays were being constructed.

The 12 Cornish Days of Christmas had been allocated with 1 awaiting confirmation. The disclaimer had been drafted and circulated to the participants in the 12 Cornish Days of Christmas to sign and return.

The wreath making workshop had 28 places allocated, 8 places fully paid and 3 places for members of Light Up Illogan who were willing to drop out. There will be a Light Up Illogan meeting on the 13th November to finalise the arrangements.

Homecroft had expressed some concerns about having displays on their property. It was agreed that we would thank them for their interest and explain that we plan to work more closely with them early next year to finalise the details of the displays and related arrangements.

CL25/11/10 TO REVIEW THE RISK ASSESSMENT FOR THE CHRISTMAS EVENTS AND AGREE ANY FUTURE ACTIONS

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

CL25/11/10.2 RESOLVED to receive and approve the Risk Assessments for the Christmas Events, with the following amendment:

- **Page 20 – Securing and removing displays – move the ‘Further Action’ of drafting a disclaimer into the ‘Existing Control**

Measures' column as it has been done since the Risk Assessment was drafted.

On a vote being taken the matter was approved unanimously.

CL25/11/11 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

Cllr Ekinsmyth entered during this item at 6.56pm.

Items to be discussed at future meetings included:

- Finalising the arrangements for the Christmas Events
- Arrangements for the Spring Litter Pick
- Organisation and advertising of Illogan Remembrance Parade

CL25/11/12 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Tuesday 25th November 2025 at 6.30pm in the Council Office.

There being no further business the meeting closed at 7.10pm.

Signed

Date