

**MINUTES OF THE COMMUNITY EVENTS COMMITTEE MEETING
HELD ON TUESDAY 19TH SEPTEMBER 2023
IN THE VILLAGE HALL AT 7.30PM**

Those present:

Cllr M Weale (Chairman)
Cllr C Greaves
Cllr H Knightbridge
Emma Cook
Ade Coombes
Pauline Parker
Tereasa Weale
Sarah Rice
Clerk

23/E1 Election of Chairman

Councillor Weale was duly elected.

23/E2 Election of Vice Chairman

Emma Cook was duly elected.

23/E3 Co-option of new members

Sarah Rice was duly co-opted and joined the meeting.

23/E4 Apologies for Absence

Apologies were received and accepted from Alan Wagstaff and Adrian Williams.

23/E5 Schedule of Meetings

The following meeting dates for 2023 were agreed:

Tuesday 17th October
Tuesday 14th November
Tuesday 28th November
Tuesday 5th December

23/E6 Public Participation

No members of the public were present.

23/E7 Finance and General Purposes

- (a) A budget update was received. It was noted that the generators had already been booked.
- (b) **It was resolved** that there would be an increase in pitch fees. The decision to transfer the cost of bins to the stall holders has been deferred pending further investigation.

23/E8 Party in the Park

It was noted that Party in the Park would take place on Saturday 6th July 2024 from 1pm until 10pm.

- (a) **It was resolved** that the following key roles were agreed:
 - a. Production Manager – Ade Coombes
 - b. Deputy Production Manager – Sarah Rice
 - c. Finance Officer – Pauline Parker
 - d. Events Coordinator – Emma Cook

- e. Deputy Events Coordinator – Heidi Knightbridge
 - f. Stalls – Pauline Parker & Sarah Rice. It was noted that the clerk would invoice stall holders.
- (b) **It was resolved** that the payment of £948 from Mobile Thrones for the hire of mobile toilets was approved.
- (c) It was noted that Doctor Zero has been booked. The decision to agree bands and entertainment was deferred until the next meeting.
- (d) It was noted that access to the site will not be impacted by the tennis courts.
- (e) The decision to agree the venue layout and parking would be discussed at a future meeting.
- (f) Potential sponsorship and advertising opportunities were discussed.
- (g) It was agreed that more food vendors are required for next year. Options will be looked into and reported back at a future meeting.

The committee expressed their thanks to all the volunteers at the end who helped clear up.

23/E9 Christmas in the Park

- (a) The format of the event was discussed and agreed. It was noted that Christmas in the Park would take place on Sunday 10th December 2023 from 1pm until 6pm.
- (b) Activities, entertainment, craft stalls and vendors were discussed and agreed with any other options reported back at the next meeting.
It was noted that the Reindeer has been booked and that three local children were available to help on the day in Santa's Grotto.
It was resolved that Santa's Grotto would be charged at £5 per child, with this full amount being used for a present per child.
It was resolved that there would be a £1 charge for face painting.
- (c) Approximate timings for the event were discussed and agreed.
- (d) **It was resolved** that the following key roles were agreed:
- a. Grotto Manager – Heidi Knightbridge
 - b. Assistant Grotto Manager – Charlotte Greaves
 - c. Finance Officer – Pauline Parker
 - d. Events Coordinator – Emma Cook
 - e. Stalls – Pauline Parker & Sarah Rice. It was noted that the clerk would invoice stall holders.
- (e) Potential sponsorship and advertising opportunities were discussed.

23/E10 General Information

Expenditure of £750 for Santa's Grotto to be agreed at the next meeting.

The meeting closed at 9.30pm
The next meeting will be held on Tuesday 17th October 2023