

**MINUTES OF THE COMMUNITY EVENTS COMMITTEE MEETING
HELD ON TUESDAY 10TH SEPTEMBER 2024
IN THE VILLAGE HALL AT 7.30PM**

Those present:

Cllr Mark Weale (Chairman)
Emma Cook
Teresa Weale
Ade Coombs
Heidi Knightbridge
Lucy Garrod
Laura Cranfield
Clerk

24/E36 Apologies for Absence

Apologies were received and accepted from Cllr Charlotte Greaves, Pauline Parker, Beth Martin and Adrian Williams. Cllr Tina Short and Ade Coombs resigned from the committee.

24/E37 Minutes

The Minutes of the Community Events Committee Meeting held on the 2nd of July 2024 were agreed and signed as a correct record.

24/E38 Declarations of Interest

There were no declarations of interest.

24/E39 Public Participation

No members of the public were present.

24/E40 Clerk's Report

An update was received following the cancellation of Party in the Park.

24/E41 Finance and General Purposes

- (a) A finance update was received. It was noted that a deposit of £215.50 had been paid for the Reindeers.
- (b) **It was resolved** to keep stall holder and vendor pitch fees the same as was for Christmas in the Park 2023 (£60 inclusive of VAT for a vendor pitch and £15 inclusive of VAT for a stall). It was noted that, as per in previous years, charities or not for profit companies were not charged a fee.
- (c) **It was resolved** that a budget of £800 be set for Santa's Grotto and that Santa's Grotto would be charged at £5 per child, with this full amount being used for a present per child.
- (d) **It was resolved** that the hire of waste bins would not be required for Christmas in the Park.
- (e) Rebranding of the Party in the Park Facebook page was discussed with further discussions to take place with the Communication Officer.

24/E42 Christmas in the Park

- (a) Timings and the format of the event were discussed and agreed. It was noted that Christmas in the Park would take place on Sunday 8th December 2024 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.

- (c) Key roles and responsibilities were discussed and agreed. **It was resolved** that Heidi Knightsbridge would be the Grotto Manager and Emma Cook the Events Co-ordinator.
- (d) The date for online ticket sales of Santa's Grotto was discussed and agreed, subject to the availability of the Village Hall Events Team setting tickets up on the Village Hall website.
- (e) **It was resolved** that the Community Events Committee are to use the Stall Booking Form for any events going forward.
- (f) Advertising and potential sponsorship/donation opportunities were discussed.

24/E43 Party in the Park

- (a) **It was resolved** that Party in the Park will be held on Saturday 5th July 2025.
- (b) The format of Party in the Park was discussed with further discussions to take place at a future meeting. It was noted that the stage we use will no longer be available.
- (c) It was agreed that key roles would be discussed at a future meeting.

24/E44 General Information

No matters were raised.

The meeting closed at 9.10pm

The next meeting will be held on Tuesday 8th October 2024 at 7.30pm