

## Willaston Parish Council

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### Minutes of the Events Committee Meeting Held Monday 3rd October 2022

Attendance: Cllrs Wayne Salisbury, Emma Angier, Anna Cutts

Note: This meeting was postponed from its planned date of 19th September due to the funeral of HM The Queen

105. To receive apologies for absence  
Apologies received from Cllr Emma Angier
106. To receive declarations of members' interests  
None received
107. Public participation  
No members of public present
108. To confirm the minutes of the meeting held on 4<sup>th</sup> July 2022  
The minutes were agreed  
It was noted that in response to the actions:
- to ask for a proposal for consideration from Owl Farm that this was requested but no response received
  - Cllr Greenwood has reported that she contacted White Star about a bonfire event and was advised that last year's team was retiring and their new team was not able to provide the event. They had contacted the Parish Council for volunteers. This group felt that this event could not be organised by us at this time.
- It was also noted that in the final Jubilee Committee minutes that the Clerk was asked to write to the Lions to confirm the amount raised at the Jubilee Garden Party. The committee is unaware of any response
- Action: Cllr Cutts** to ask Clerk if a response has been received

109. To consider matters related to the Events Survey which closed on 11<sup>th</sup> September
- The Chair thanked Cllr Salisbury for collating the results – see attached document
  - The survey was open from 20<sup>th</sup> July to 11<sup>th</sup> September.
  - A paper copy was delivered to all households as well as online promotion.
  - A few paper copies received before the closing date are still to be added.
  - A total of 324 responses were received.
  - The responses showed consistent results as response volumes increased.
  - Results were received from a spread of age ranges
  - 94% of responses supported a Garden Party event in 2023
  - 91% of responses supported the same or slightly more support of the event from Parish Council funding
  - Some responses were not specifically related to events. The next Parish Council Newsletter should stress to residents that they can raise issues with any councillor or the Clerk at any time
  - The committee agreed that results were representative of the community and would be used to inform the committee's actions
- It was resolved** that a Garden Party Event should be held in 2023 and that it should be separate from any potential Coronation celebration.
110. To consider matters relating to the Pawprints for Freedom (PPfF) event held on Lettie Spencer Playing Field on 24<sup>th</sup> September
- This event had been rescheduled due to the earlier fire damage to the playing field
  - The Dog Show was well attended but the stalls were not well supported
  - The event had not been published as “walk to” so there were some issues with parking
  - No marshalls were on the gate – this must be enforced in all future events
  - The arranger briefed the participants prior to the event but not all took notice of this, leading to some vehicles departing whilst the event was in progress - although there were no incidents, future events must enforce this
  - PPfF have advised that they will not run as a separate event in future but would be happy to support a future Garden Party
111. To consider future events to be held in 2022/23
- Carol Singing  
This Parish Council event falls under the remit of this Committee.  
The date of the event is proposed as w/b 5<sup>th</sup> or 12<sup>th</sup> December.  
School breaks up on 16<sup>th</sup> December  
**Action: Cllr Salisbury** to contact the school to determine a date and approach Mick the Chips to see if he is willing to provide refreshments
  - Farmer's Market  
Owl Farm have not responded and they now attend other events

- Potential Coronation Event  
If the Coronation takes place 2023, it was agreed this is to be separate from the Garden Party. A small event on Mike Heywood Green was suggested.  
**It was resolved** that the Committee should include £300 in the 2023/24 budget for a potential Coronation event
- Other events  
e.g. Litter Group, Christmas Tea party for older residents & school/scouts  
**It was resolved** that the Committee should include £250 in the 2023/24 budget to seed other events e.g. advertise, hire hall, provide refreshments, etc.

112. To consider the formation of an Events Working Group  
**It was resolved** that a Garden Party working group should be created.  
Potential dates : Mon 7<sup>th</sup> – Wed 9<sup>th</sup> Nov at 7.30pm  
Potential location: The Lamb conservatory.  
Event to be publicised on Facebook, Noticeboards and next Newsletter.  
**Action: Cllr Cutts** to contact The Lamb to confirm date/location  
Post meeting: Cllr Cutts confirmed date as Tues 8<sup>th</sup> Nov at 7.30pm in The Lamb conservatory

113. To consider the 2023/24 Events Committee budget for inclusion in the 2023/24 Parish Council budget  
Cllr Cutts provided a proposed estimate of Garden Party income and expenditure based on the final 2022 Garden Party figures. These were discussed and adjusted. Final figures are attached.  
**It was resolved** that the 2023/24 Events budget request is £7000 (equivalent to £4.49 for Band D council tax band based on 2022 formula) which is made up of:

Garden Party	£6150
Seed events	£250
Potential Coronation event	£300
Carol Singing	£300
<b>TOTAL</b>	<b>£7000</b>

114. To consider and agree the dates of next committee meeting  
Next committee meeting: Tues 17<sup>th</sup> Jan 2023 at 7.30pm  
**Action: Clerk** to book St Luke's

**Chairman**..... **Date**.....