

Willaston Parish Council

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Minutes of the Events Committee Meeting Held Tuesday 6th June 2023

Attendance: Cllrs Anna Cutts, Wayne Salisbury, Emma Angier, Julie Webb

Note: This meeting was postponed from its planned date of 17th January due to the death of the Parish Council Vice-Chairman Cllr Colin Todd.

1. To elect an Events committee Chairman for the coming year
Cllr Anna Cutts was elected Events Committee Chairman.
2. To elect an Events vice-committee Chairman for the coming year
Cllr Wayne Salisbury was elected Events Committee Vice-Chairman.
3. To receive apologies for absence
None received.
4. To receive declarations of members' interests
None received.
5. Public participation
No members of public present
6. To confirm the minutes of the previous meeting
RESOLVED: that the meeting of the meeting held on 18th April 2023 be approved as a correct record and signed by the committee Chairman.
The Chairman thanked the previous year's Events committee members.
7. To consider matters related to Coronation Event held on Friday 5th May 2023 on Mike Heywood Green at 7pm
The committee set up in the rain but luckily this held off from 7pm and over 100 residents joined us for cake and fizz.

After an introduction by Cllr Bailey, the Deputy Lieutenant and High Sherriff of Cheshire, Dennis Dunn MBE JP DL gave a short speech during which he mentioned that he would include our Willaston event in his report to His Majesty detailing Coronation events in Cheshire. The Coronation flag was raised and the National Anthem was sung.
The Chairman thanked all those who attended this enjoyable event.

8. To consider matters related to the Big Help Out Litter pick held on Monday 8th May 2023. Approximately 25 residents of all ages met in the rain at St Luke's at 10am, split into 2 groups and picked litter for an hour as the rain eased then regrouped at St. Luke's for a drink and more cake.

Event details and photos submitted by Cllr Salisbury were published on the BBC News website.

The Chairman thanked all those that attended.

It was agreed the next Litter Pick should be held on Tuesday 11th July 2023 at 6pm, meeting on Lettie Spencer Playing field.

9. To consider the Entertainment expenditure for the 2023 Garden Party to be held on Saturday 15th July on Lettie Spencer Playing field from 12 noon until 8pm.

It was agreed that Pure Paloma (Paloma Faith Tribute) should be the stage Finale performance from 6.30-7.30.

ACTION: Cllr Salisbury to confirm timing with Pure Paloma

It was agreed that a revised stage entertainment budget of £1450 should be set (increased from Total entertainment budget of £1300).

An additional budget line for Arena entertainment has been added.

The proposed stage line-up with approximate timings (TBC) is:

- | | |
|-------------------------|---------------|
| • Rock Choir | 12.15 - 13.15 |
| • Henry Myles | 13.15 - 14.15 |
| • Primary Academy Choir | 14.15 - 14.45 |
| • Hussle Band | 15.00 - 16.00 |
| • Gemma Wilkinson | 16.15 - 17.15 |
| • Teal Band | 17.30 - 18.30 |
| • Pure Paloma | 18.30 - 19.30 |

10. To consider other expenditure the 2023 Garden Party

- Bouncy Castle - Cost £190 for 2 including generator (budget was £520)
- First Aider - £220 (not on original budget)
- Programme/Leaflet - Delivery to households in 1st week of July means it needs to go the printer before 26th June

ACTION: Cllr Salisbury to mock up for review

- Posters/Banners/Signage - The combination of A4/A3/banners to be confirmed.
- CE Event Licence - applied for at a cost of £21
- Insurance - confirmed max 2000 attendees at any one time

Action: Cllr Cutts to submit event insurance proposal

- 11. To consider income for the 2023 Garden Party
 - Cheerbrooks sponsorship of £1000 has been invoiced
 - Food and drink suppliers have agreed a 10% of declared takings or a fixed fee (no value in original budget)
 - 15 invoices have been issued to stall holders to date which matches budget
 - Brownies have been contacted but cannot attend as are away at camp
 - Scouts have been contacted but no response received yet

12. To review the 2023 Garden Party budget
 Each budget line was reviewed and although entertainment expenditure is greater than originally budgeted, other anticipated expenses have been reduced so the event remains within the total budgeted amount

- 13. To consider other matters relating to the 2023 Garden Party
 - Arena markings – No response has been received form Crewe Alex
ACTION : Cllr Cutts to contact Blades/White Star/Vagrants
 - It was decided that a Brass Band on the arena may adversely impact Stage entertainment at the same time
 - Walking Football – demonstration match 15 mins each way proposed within Area boundary
 - Proposed Area events and proposed timings
 - Henry Myles (Acoustic) 12.00 – 13.00
 - Free (Gymnastics display?) 13.00 – 14.00
 - Walking Football 14.00 – 15.00
 - Children Sports 15.15 – 16.00
 - Dog Show 16.15 – 17.15
 - Free 17.30 – 18.30
 - Free 18.30 - 19.30
 - **ACTION: Cllr Cutts** to contact the Masonic Hall re use of Car Park for stall holders
 - All stallholders to be reminded of Ts & Cs an that they cannot remove cars from the playing field until after the event
 - Volunteers at event – Minimum of 3hrs to be requested
ACTION: Cllr Cutts to contact Litter Pickers, Pre-Christmas Event group, Deivery Team
ACTION: Cllr Salisbury to contact last year’s volunteers

14. Next committee meeting: Tues 8th August 2023 at 7.00pm. Location TBC.

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