

Brinsley Parish Council

Events & Premises Committee Meeting held

Thursday 18th November 2021 commencing at 7.00 p.m.

At the Brinsley Parish Hall Pavilion, Cordy Lane, Brinsley, Nottingham.

Present: Chairman to the Committee Councillor Mrs. H. Stevenson

Councillors Ms. G. Bellamy, Mrs. R. Herrett Bellamy, Mrs. T. Davies, T. Egglestone, P Hunt, Mrs. V. Wakeling & Mrs. E. Williamson.

Clerk S. Trower.

E45/2022 **APOLOGIES** none.

EP46/2022 **DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from Members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

RESOLVED: - the following interests were declared: -

- i) Councillor Mrs. V. Wakeling non-pecuniary interest in Brinsley Food Bank.
- ii) Councillor Mrs. T. Davies non-pecuniary interest in Brinsley Food Bank.
- iii) Councillor T. Egglestone non-pecuniary interest in Brinsley Food Bank.
- iv) Councillor Mrs. E. Williamson non-pecuniary interest in Brinsley Food Bank with dispensation.

EP47/2022 **TO RECEIVE, CONSIDER AND RECORD COUNCILLORS' REQUESTS FOR DISPENSATION** None received.

EP48/2022 **MINUTES** Events & Premises Committee Meeting held 11th November 2021.

RESOLVED: - Approved and signed by the Chairman.

EP49/2022 **TO REPORT ON ACTIVITIES AND EVENTS PLANNED FOR 2021 – 2022**

RESOLVED: - update as follows: -

Parish Walks		Cancelled until further notice.
LIS Funding Covid Hampers	Following distribution of summer hamper, clarification on funds remaining for provision of Morrisons sweets gift.	RESOLVED funding towards festive biscuits for those registered on the scheme with supporting gift e.g., chocolate orange, After Eights. Each gift value up to £4.00. Delivery date week commencing Monday 13 th December 2021.
Festive Cards	Proposal to contact Brinsley Primary School to request design of cards for supply of 96 cards to be distributed with gifts.	Option (a) Christmas cards to be distributed with gifts. Prize for winning card of £20.00 voucher and donation to Brinsley Primary School. Further request through school for cards required week commencing 6 th December 2021. Option (b) cards to be prepared for distribution by Council.
Remembrance Sunday 2021	Sunday 14 th November 2021 Brinsley Church and Brinsley Wildflower Meadow.	Summary of commemorations received.

Festive Event 2021	Event to be held on Saturday 27 th November 2021. Quotation attached Leisure Lites.	<p>Festive lights confirmed for installation by Leisure Lites excluding conical tree and removal of lights. £1100.00 nett as attached.</p> <p>Cllr Hunt reported on coloured lighting purchase on behalf of Council for installation by electrical contractor within oak tree in car park.</p> <p>Confirmation 18 ft tree confirmed for purchase organised by Cllr Bellamy through contractor Elliot Kirk at a cost of £475.00 for installation & CAT scan of base to front of Parish Hall: tree cost £100.00. Leisure Lites to provide lighting for dressing of tree, to be connected by certificated electrician. Confirmation Leisure Lites available to dress tree 25th or 26th November 2021. Additional set of lights collected for tree totalling 4 sets. Tree for installation 21.11.21.</p> <p>Santa's Grotto in Pavilion confirmed with two staff at the premises. Chairman to organise queue system.</p> <p>Refreshments at the Parish Hall area and pavilion including refreshments and mince pies. Hall to remain clear in centre with 3 or 4 chairs placed for refreshments seating. Feature for children within the meeting room referred to as Children's Christmas Workshop. Cllr Wakeling confirmed stalls all occupied.</p>
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		<ul style="list-style-type: none"> a) Confirmation for opening of event. Confirmed Mayor and Deputy Mayor of Broxtowe not available to attend event. b) Confirmation car park duties to be covered by Council Members. Hi-vis tabards to be worn by Councillors/staff/volunteers in car park and public areas. c) Chairman to organise car park signage and directional for event. Notice for lower entrance to be installed. d) Screens and lighting to enhance stage area for event. e) Decoration of premises to take place from Friday 25th November 2021. Existing Christmas tree for hall in poor condition. Donated tree to be placed in corner next to stage (stage in regular use). Net curtain decorated to back of stage. Screens to eliminate storage items. Chairman approved to purchase additional decorations as required. f) 150 gifts required. Due to delay with availability through Morrisons alternative options to be sought by Chairman through Home Bargains. Cllr Bellamy volunteered to wrap the gifts. g) Confirmed Face Painter for children confirmed for Meeting Room. h) Local choir not available for event. i) Approved booking of D.J. for event subject to availability to perform outside within Council gazebo. Confirmed D.J. would attend at no cost to Council. Confirmation email to be sent by Clerk. 6m x 3m gazebo to be installed in car park section near barrier next to Parish Hall with access to electrical point (barriers to prevent access to electrical wiring). Facilities Manager to organise with assistance required to install the facility. Access to hall required early in day to organise gazebo installation. Time schedule to be provided for D.J. by Chairman. j) Silent Fireworks booked. Confirmed. k) Cllr Stevenson to confirm festive decorations for the event by liaison with Council staff and offered to donate decorations. Cllr Hunt donated interior festive tree to Council. Parish Hall to be decorated Sunday 21st November 2021; volunteers invited to attend. Donation of additional decorations noted. Facilities Manager to be requested to locate additional decorations at the premises. l) Serving of hot dogs for purchase confirmed to be provided by Members under the guidance of Cllr Herrett Bellamy. m) Council Members volunteers to host the event plus staff. n) Cllr Mrs. V. Wakeling reported on Children's Christmas Workshop in the meeting room, with face painter, Brownies and Scouts organised events, table bookings and layouts for stalls with access available on the day from 3.00 p.m. Members queried repetition of some stall contents. One stall holder offered to hold stall outside in gazebo. Cllr Wakeling agreed to advise stallholders of their whereabouts on the day of event. Approved. o) Oak tree to be installed with spotlights to reflect colour on the tree. Discussion of cherry picker at £544.00 per day. Approved electrician to consider installation of lighting before 27.11.21 to install with ladder work.
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		<p>p) Discussion of Carols in print Cllr Wakeling.</p> <p>q) Jubilee Arch area noted damage around the tree installation site.</p> <p>r) RESOLVED schedule timing for event: -</p> <p>s) 4.30 p.m. Open event (Stalls can be set up from 3 p.m.)</p> <p>t) 4.30 p.m. Santa's Grotto from 4.30 p.m. (booking slots)</p> <p>u) 5.00 p.m. Lights Switch-on</p> <p>v) 6.15 – 6.45 p.m. Choir</p> <p>w) 7.00 p.m. Finale Fireworks and closure of event.</p>
Title Deeds for Premises and Grounds	Discussion regarding Title Deeds	Refer to next meeting.
Platinum Jubilee Celebrations	<p>1. Cllr Hunt proposed a site plan for the events interior and exterior.</p> <p>2. Johnny Victory booked for performance</p> <p>3. Cllr Egglestone to seek details of marquee hire for 2nd to 5th June 2021 – 12m x 24m £2,300 plus £400.00 carpet or 12m x 30m £2800.00 plus £450.00 carpet.</p> <p>Hog roast</p> <p>Funfair awaiting response</p> <p>Daily activities proposed for within the marquee – picnic in the park/street party</p> <p>Musicians from different decades 1940s onwards</p> <p>young bands and music festival</p> <p>Hot air balloon rides</p> <p>Fancy dress tea party</p> <p>Tribute Acts</p>	<p>Approved for further expansion of proposals: -</p> <p>Thursday 2nd June 2022 Queen's Birthday Parade (Trooping the Colour)</p> <p>Platinum Jubilee Beacons</p> <p>Friday 3rd June 2022 Service of Thanksgiving</p> <p>Saturday 4th June 2022 The Derby at Epsom Downs – Party at the Palace</p> <p>Sunday 5th June 2022 The Big Jubilee Lunch – The Platinum Jubilee Pageant</p> <p>RESOLVED: -</p> <p>Confirmation order for 30m x 20m marquee for the event at a cost of £3,200.00 nett.</p> <p>All Street Party event confirmed for Saturday 4th June 2022 with picnic theme.</p> <p>Tables within marquee confirmed for order at £20 per table (round table seating 12) with parish residents from roads able to sponsor tables.</p> <p>Menu of afternoon teas on order to be made available. Further organisations to take place at next meeting.</p>
Book Collection	Proposed Chairman of the Committee Cllr Mrs. H. Stevenson	<p>Initiative Trussell Trust to donate a book for children in need, nursing homes etc.</p> <p>RESOLVED: - Defer to 2022.</p>
Parish Surgeries	Chairman Cllr Mrs. Stevenson	<p>RESOLVED: -</p> <p>Commencing Monday 22nd November 2021. Cllr Stevenson to email Councillors for availability.</p>

EP50/2022 **DATE OF NEXT MEETING**

RESOLVED: - Next meeting date to be agreed.

The Chairman closed the meeting at 9.10 p.m.

