

Brinsley Parish Council
Events & Premises Committee Meeting held
Wednesday 29th September 2021 commencing at 7.00 p.m.
At the Brinsley Parish Hall Meeting Room, 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.

EP25/2022 **APOLOGIES** for absence received from Councillor B. O'Neil.

EP26/2022 **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 the bowls and bowling green (approved dispensation); Food Bank.
- ii) Councillor Mrs. E. Williamson non-pecuniary interest in Brinsley Food Bank.
- iii) Councillor Mrs. T. Davies non-pecuniary interest in Brinsley Food Bank.

EP27/2022 **TO RECEIVE, CONSIDER AND RECORD COUNCILLORS' REQUESTS FOR DISPENSATION**

None received.

EP28/2022 **MINUTES** Events & Premises Committee Meeting held 9th September 2021.

RESOLVED: - Approved and signed by the Chairman.

EP29/2022 **TO REPORT ON ACTIVITIES AND EVENTS PLANNED FOR 2021 – 2022**

RESOLVED: - Rolling Programme 2021 – 2022: -

Ongoing	Parish Walks	Ongoing. Last walk 23 rd September 2021. The Chairman Cllr Davies served refreshments. Last scheduled walk to take place December 2021.
Summer Activities	No action from the Government Scheme	Noted
Brinsley Film Show	Cllr Williamson advised daytime show commenced at 2.30 p.m. well attended. 7.30 p.m. event not as well attended.	Noted
Police Bike Marking Sessions	Went well with Police advising it was the most successful event attended. Gifts of lights and reflectors given out to participants. Several Councillors had attended to support the event.	Noted with a request to be submitted for a repeat of the event for next year.
Hamper Fund	Following distribution of summer hamper, clarification on funds remaining for provision of Morrisons sweets gift.	For distribution to residents registered on the most recent hampers list. Currently two for £7.00 tins of sweets. RESOLVED funding towards festive biscuits for those registered on the scheme for Christmas 2021. Budget of £4.00 per box. Chairman Cllr Davies agreed to source the best value supplier. Volunteer available to collect purchases.
School Cards	Proposal to contact Brinsley Primary School to request design of cards for supply of 96 cards to be distributed with gifts.	Christmas cards to be distributed with gifts. Prize for winning card of £20.00 voucher and donation to Brinsley Primary School.
Remembrance Sunday 2021	Sunday 14 th November 2021	RESOLVED: Liaison to take place with the Churches (Cllr Wakeling agreed to liaise); Church service followed by march to the Brinsley Wildflower Meadow Lectern for laying of the wreath with poem. Invitation to be extended to Scouts. Refreshments to be organised at the Brinsley Parish Hall. Notice to advise residents and veterans to attend. If no Church service at Brinsley organised then laying of the wreath at 11.00 a.m. at the wildflower meadow. Clerk to seek confirmation lamp poppies will be installed by volunteer.
Festive Event	Event to be held on Saturday 27 th November 2021 to include festive lights. Quotation received from Leisure Lites in the sum of £1900.00 for decoration of roadside (5) trees, decoration of Parish Hall with lighting, supply 3.5 m conical LED colour changing or white	Cllr Hunt updated on lighting. Options of LED string lighting; discussion for uplighting; decline of lighting from Parish Hall roof as this may cause neighbour complaints. Quotation to be sought from Leisure Lites.

	<p>Christmas tree £1900.00 colour or £1650.00 white. £1100 to decorate Parish Council tree. All works to include labour, public liability, platform hire and connection. Removal of lights £525.00. All prices exclusive of VAT.</p>	<p>RESOLVED additional lighting for pavilion and Oak tree area for the festive event and to light pavilion. Cllr Hunt to seek information regarding net of lights for the Parish Hall. Enquiries for floodlighting from the Parish Hall agreed. Additional floodlights had been installed at the pavilion.</p> <p>Santa's Grotto in Pavilion bowls end Floodlights to side gate of hall to light children's park and some of car park.</p> <p>Cllr Stevenson updated on provision of German type market huts for car park area to hire for public. No availability. RESOLVED look at investing in timber shed/gazebos for future festive events or stall holders invited to bring their own gazebos for the event for stalls outside. Cllr Hunt advised maximum limit. Agreed 22 tables in the main hall; also agreed tables to be made available for stallholders in the meeting room; pavilion reserved for Santa's grotto and kiddie games. Some stalls to be encouraged outside in order Covid measures observed to reduce large crowds and utilize exterior space. RESOLVED hire charges £5 per table; one table per organisation applicable to charities or hirers; additional tables may be hired subject to availability at the event. Cllr Wakeling agreed to be the Council contact for stalls bookings. Publicity of the event and stalls availability approved. Food Bank enquiry received for stall. RESOLVED Pavilion to be used for Santa's Grotto and Refreshments area. Tea, coffee, hot chocolate etc. RESOLVED Parish Council to organise refreshments for event. RESOLVED booking system for Santa's Grotto with 5-minute slots. RESOLVED Fancy dress for Councillors and helpers with Christmas theme. RESOLVED Choir to sing Christmas Carols outside agreed as reported by Cllr Wakeling. RESOLVED Chairman to enquire availability for volunteer Santa (DBS valid) or through publicity. Community Champion at Morrisons to be contacted to submit request for donation of selection boxes for event. RESOLVED the organisation had agreed to provide some selection boxes to support the Council towards the event. List of stalls for festive event in Parish Hall to be confirmed. Silent Fireworks booked. RESOLVED Non-alcoholic winter warmer and mince pies to be served at £1.00 per serving. Cllr Bellamy reported on festive tree types available with quotation of £361.00 subject to adequate safe power supply. RESOLVED further details to be provided. RESOLVED schedule of work and volunteering required for the event to be provided (Chairman Cllr Stevenson). RESOLVED schedule timing for event: - 4.30 p.m. Open event (Stalls can be set up from 3 p.m.) 4.30 p.m. Santa's Grotto from 4.30 p.m. (booking slots) 5.00 p.m. Lights Switch-on 6.15 – 6.45 p.m. Choir 7.00 p.m. Finale Fireworks and closure of event.</p>
<p>Title Deeds for Premises and Grounds</p>	<p>Discussion regarding Title Deeds</p>	<p>Cllr Egglestone reported on legal response from CISWO and Charity Commission regarding ground and building Title Deeds. Quotation received from Parish Council Lawyers in the sum of £450.00 to pursue parts 1 and 2 of the request. Amendment to Title Deeds with Land Registry required.</p>
<p>Halloween Event</p>	<p>The meeting considered event to be held 30th October 2021 (date to be agreed) with free family disco, spooky music, fancy dress, hot dogs for sale, pumpkin soup/Halloween tuck shop and drinks.</p>	<p>RESOLVED: -</p> <ol style="list-style-type: none"> i. Halloween Fancy Dress Event & Disco to be organised to take place at the Parish Hall Saturday 30th October 2021 commencing at 6.00 p.m. until 9.00 p.m. Abstained Cllr Wakeling. ii. D.J. booking AB Entertainment £120.00 confirmed. iii. Tickets limited to 100 first through the door (no pre-booking available) iv. Children must be accompanied by an adult v. Committee Chairman agreed to design poster for event.

		<ul style="list-style-type: none"> vi. Refreshments and food (hot dogs) to be provided under the supervision of Committee Chairman (Level 4 Food Safety & Hygiene) vii. Meeting Room available for event. viii. Tuck shop counter available ix. Fancy dress competition in categories 0 – 6 years then 6 years and over; adults.
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 Color)</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>Further discussion at next meeting.</p>
Application for Hire of Grounds	Letter of hire received from company to hold Fireworks Event at the Parish Grounds 5 th November 2021	Declined.
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: - consider at next committee meeting.</p>
Parish Surgeries	Chairman Cllr Mrs. H. Stevenson	<p>Noted Organisation of last surgery.</p> <p>RESOLVED: - further dates to be organised following election 30th September 2021. Refer to next committee meeting.</p>

EP30/2022 TO CONSIDER THE MAINTENANCE AND REPAIRS REQUIRED TO BRINSLEY PARISH COUNCIL PREMISES AND GROUNDS

- a) **Effective suitable heating system for Parish Hall** Cllr Mrs. T. Davies confirmed the existing gas central heating boiler to the premises had been condemned. Cllr Davies reported on the types of boilers suitable for the premises.
- b) **Report of the Facilities Manager** written report distributed to Committee, detailing works required around the grounds. Picnic bench removed from site following damage.
- c) **Request for installation of Stair Lift** One quotation received; two further quotations awaited.
- d) **Bike Trail** Councillor Egglestone presented information relating to a trail in nearby town installed by Ashfield District Council. Estimated costs around £50,000.
- e) **Hire of skip for removal of waste materials from Parish Hall and Premises** Noted a skip had been ordered and filled to remove waste materials from the ground.
- f) **Recreation Ground and condition of Football Pitch One**

RESOLVED: -

- i. That an enquiry to be submitted to the contractor responsible for installation of the immersion and tank to seek reduction on installation of combi-boiler. Two further quotations for consideration received. Refer to full Council.
- ii. That the Facilities Manager requested to work with Councillors available to safely remove the noticeboard next to the Parish Hall; the remaining board to be installed onto the Parish Hall wall for display.
- iii. That the Facilities Manager work through the outstanding works on the report with referral to Council items which will require a contractor to complete the repairs.
- iv. That Councillors Egglestone & Hunt to inspect the timber trail section requiring attention and report accordingly. The installation remained out of use with appropriate signage and hazard tape. The site had been inspected by Broxtowe Borough Council and Playgrounds UK contractor.
- v. Reference (d) above that further information to be provided at the next committee meeting.
- vi. Reference (e) skip endorsed.
- vii. Reference (f) noted the football pitch one remained out of use due to damage on the ground. Cllrs Egglestone & Hunt to inspect site and report accordingly.

EP31/2022 **TO REVIEW BOOKING FORMS, HIRE OF PREMISES, AVAILABILITY AND HIRE OPPORTUNITIES**

RESOLVED: - Defer to next meeting.

EP32/2022 **DATE OF NEXT MEETING**

RESOLVED: - That the next full Council meeting recommendation for change of date from 13th October 2021 to Thursday 7th October 2021 commencing at 7.00 p.m.

The Chairman closed the meeting at 9.20 p.m.