



Heybridge Parish Council

Minutes of the meeting of the **EVENTS COMMITTEE** of the Parish Council held on **THURSDAY 11th JUNE 2015** at Plantation Hall, Colchester Road, Heybridge.

PRESENT

Councillors: Gary Young, Mike Hall, Michael Edwards

Non-Council Members: PCSO Bishop

Officers: Laurie Wiebe – Clerk
Amanda Hilton - Assistant

Public: None

In the Chair: Cllr. Young

The meeting commenced at 7.30pm.

15/52 **Apologies for absence**
Apologies were received from Cllrs. Dr. Blyth, Prof. Schnurr, and Perry.

It was **RESOLVED** to approve the apologies.

15/53 **Chairman's Announcements**
There were no announcements.

15/54 **Minutes**
The minutes of the Events Committee meeting held on 28th May 2015 were received.

It was **RESOLVED** that the Minutes of the Events Committee meeting held on 28th May 2015 be approved and confirmed.

15/55 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests.**
None.

15/56 **Public Participation**
There were none present.

15/57

Community Festival 2015 – Sunday 26 July 2015

- i) Members reviewed the Action Plan for Heybridge Community Festival 2015 and added additional actions.

There was a general discussion regarding risk assessment. It was noted that Cllr. Edwards was the named person responsible for risk assessment. Both Cllr. Edwards and Mrs. Percy (the relief caretaker) will be carrying out the assessments on the day of the Festival.

There were concerns that Andy Potts would only be providing a burger and ice-cream van and would no longer be providing a hog roast as originally agreed last year. It was felt by Members that there needed to be a variety of food available for people to purchase on the day.

It was noted that Cllr. Perry had recently joined the Supercars of Essex Car Club and was hoping to organise a display of supercars at the Festival.

It was agreed that the Council marquee would be dismantled following the conclusion of the raffle prize draw.

It was **RESOLVED** that:-

- a) A stall holders risk assessment form would be completed and signed by each stall holder. Cllr Edwards and Mrs. Percy would oversee risk assessment for the Festival;
b) Mrs. Hilton would contact a hog roast company. Cllr. Dr. Blyth would be asked to inform Andy Potts.
- ii) Members discussed the possibility of arranging extra committee meetings on the lead-up to the Festival. It was agreed that further meetings would be held in July between the 9th and the 26th as necessary.

15/58

Other Events

Members discussed other events:

- i) *Maldon Blackwater Rotary Picnic and Senior Citizens Strawberry Tea – 12 July 2015*

It was noted that there had been no further communication from the Rotary Club. Cllr. Edwards would be contacting the Rotary Club.

- ii) *Christmas Drinks Reception – 4th December 2015*

There was a general discussion regarding catering options for the Drinks Reception. It was noted that Members would contact local catering companies asking for quotes based on 80 people which would then be further discussed at a future Events Committee meeting.

- iii) *Community Festival - 24 July 2016*
“Heybridge Parish celebrating 30 years”
Members noted suggestions for the event which would be considered at the Events Committee meeting to be held on 13th August 2015 including:-
- Heybridge Got Talent Contest
 - Two bands playing in the afternoon/evening
 - Extending the Festival time to be 10am to 10pm
 - Councillors “Full Monty” revue
 - Art and Craft Show

15/59

Events Budget

The Clerk reported that the budget for Events was £1500 for 2015-2016.

The anticipated expenses include:-

350 Programmes - £100
100 Posters - £30
Solar9 - £250
Toilets - £685 + VAT
Insurance for Toilets - £25
Photography - £50
High vis vests - £4 each x 14 = £56

TOTAL = £1196

Members considered approving the expenses of £100 for 350 programmes, £30 for 100 posters and £56 for 14 high vis vests.

It was **RESOLVED** to approve the expenses for the programmes, posters and high vis vests.

It was noted that the Christmas Drinks Reception budget falls under hospitality which has £1000 allocation.

15/60

Future Meetings

The next Parish Council meeting will be held on Thursday 18th June 2015 at 7:00pm.

The next meeting of the Planning Committee will be held on Thursday 2nd July 2015 at 7:00pm.

The next meeting of the Events Committee will be held on Thursday 9th July 2015 at 7:30pm.

The Chairman closed the meeting at 9:00pm.

Signed by Chairman
DATED: