



Heybridge Parish Council

Minutes of the meeting of the **EVENTS COMMITTEE** of the Parish Council held on **THURSDAY 28th MAY 2015** at Plantation Hall, Colchester Road, Heybridge.

PRESENT

Chairman: Dr. Michael Blyth

Councillors: Richard Perry, Gary Young, Mike Hall, Michael Edwards

Non-Council Members: none

Officers: Laurie Wiebe – Clerk
Amanda Hilton - Assistant

Public: Andy Potts, Paul Antonio, Lou Blackwell (SAINT FM), four representatives from the Maldon Blackwater Rotary Club (Carol, Keith, Ron and Pat)

In the Chair: Cllr. Dr. Blyth

The meeting commenced at 7.30pm.

15/31 **Elect Chairman of the Committee**

Members considered electing a Chairman of the Committee.

It was **RESOLVED** that Cllr. Dr. Blyth be elected Chairman of the Committee.

In the Chair: Cllr. Dr. Blyth.

15/32 **Apologies for absence**

Apologies were received from Cllr. Prof. Schnurr and PCSO Bishop.

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

15/33 **Chairman's Announcements**

The Chairman thanked everyone for attending.

15/34 **Minutes**

The minutes of the Events Committee meeting held on 9th April 2015 were received.

It was **RESOLVED** that the Minutes of the Events Committee meeting held on 9th April 2015 be approved and confirmed.

15/35 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests.**

None.

15/36 **Public Participation**

It was noted that the public would be contributing to the discussions on the Festival and other events.

15/37 **Community Festival 2015 – Sunday 26 July 2015**

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

An update was received from the Admin Assistant regarding the confirmed stall numbers. There was a suggestion to have pony rides or donkey from the Sanctuary located in Colchester. Enterprise car rental will be leaving a car on the field during the Festival for advertising.

Maldon Blackwater Rotary Club will hold a bric-a-brac stall.

Maldon and Blackwater Rotary Club agreed to help marshal traffic for Remembrance Sunday Service.

It was agreed that festival posters be printed as soon as possible.

- ii) Members discussed the quotation received for portable toilets for £685 + VAT. The portable toilet block has 3 ladies toilets, 2 gents toilets, 3 urinals, and a disabled toilet. There was a lengthy general discussion regarding toilets and the options available.

It was **RESOLVED** that the quotation to supply portable toilets for £685 + VAT be approved.

- iii) It was agreed that a marquee trial run would be organised for the week beginning 1st June, weather permitting.

- iv) Members discussed nominating two lead Councillors to oversee the Festival.

It was **RESOLVED** that Cllr. Dr. Blyth and Cllr. Young be appointed lead Councillors for the Festival.

- v) Members discussed the possibility of arranging extra committee meetings on the lead-up to the Festival. It was agreed to defer this item to the next Committee meeting.

15/38

Other Events

Members discussed other events:

- i) *Maldon Blackwater Rotary Picnic and Senior Citizens Strawberry Tea.*

The Rotary Club proposed that a senior citizens strawberry tea be arranged to take place on Sunday 12th July 2015 between 2pm and 4pm in the Main Hall, Plantation Hall.

The Rotary Club have asked that the Parish Council provide:-

Use of Hall;

Transport if necessary for the Senior Citizens;

Guest list up to 40 – to be organised by the Clerk and Admin Assistant;

Tables, chairs, cutlery, plates, tablecloths, serviettes;

Local press to be invited;

Tickets would be £1 each.

In return, the Rotary Club will provide all the food, serving of food, and entertainment. The Rotary Club will also produce the invitations.

It was **RECOMMENDED** to full Council that the above arrangements be approved.

- ii) Heybridge cemetery Chapel

Cllr. Dr. Blyth reported that the Chapel door had yet to be painted and would be contacting MDC Cemetery Officer for an update.

- iii) Christmas Drinks Reception

Members considered setting a date for the Christmas Drinks Reception.

It was **RESOLVED** that the Christmas Drinks Reception would take place on Friday 4th December 2015.

15/39

Events Budget

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

The anticipated expenses include:-

Programmes - £300

Posters

Solar9 - £250

Toilets - £685 + VAT
Photography - £50

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

15/40

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 4th June 2015 at 7:00pm.

The next meeting of the Events Committee will be held on Thursday 11th June 2015 at 7:30pm. Cllr. Dr. Blyth passed his apologies.

The Chairman closed the meeting at 9:20pm.

Signed by Chairman
DATED: