



## Heybridge Parish Council

Minutes of the meeting of the **EVENTS COMMITTEE** of the Parish Council held on **THURSDAY 28<sup>th</sup> 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 9<sup>th</sup> April 2015 were received.

It was **RESOLVED** that the Minutes of the Events Committee meeting held on 9<sup>th</sup> 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 1<sup>st</sup> 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 12<sup>th</sup> 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 4<sup>th</sup> 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 18<sup>th</sup> June 2015 at 7:00pm.

The next meeting of the Planning Committee will be held on Thursday 4<sup>th</sup> June 2015 at 7:00pm.

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

The Chairman closed the meeting at 9:20pm.

Signed by Chairman  
DATED: