



Heybridge Parish Council

Minutes of the meeting of the **EVENTS COMMITTEE** of the Parish Council held on **THURSDAY 13th July 2017** at Plantation Hall, Colchester Road, Heybridge.

PRESENT

Chairman:	Gary Young		
Councillors:	Simon Burwood	Michael Edwards	Lew Schnurr
	Ashley Jones	Trevor Cable	Natalie Lewis
	Keith Pitt as a Non-voting member		
	Chris Salmon as a Non-voting member		
Officers:	Amanda Hilton – Deputy Clerk		
Public:	None		

In the Chair: Gary Young

The meeting commenced at 7.30pm.

It was noted that the meeting would not be recorded or filmed.

17/110 **Apologies for absence**
None

17/111 **Chairman's Announcements**
The Chairman welcomed Chris Salmon from Heybridge Residents Association as a non-voting member of the committee.

17/112 **Minutes**
The minutes of the Events Committee meeting held on Thursday 8th June 2017 were received.

It was **RESOLVED** that the minutes of the Events Committee meeting held on Thursday 8th June 2017 be approved and confirmed.

17/113 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests.**
None

17/114 Public Participation

None

17/115 Community Festival – July 30th 2017

The Action Plan was reviewed and updated. Cllr Young thanked Cllr Jones for his hard work collecting the raffle prizes. Members were shown the final field plan and the job allocation list was completed. Cllr Young informed members that they are duty bound to be aware of their responsibilities on the day.

It was discussed whether to have a Safety Officer. Cllr Cable proposed Cllr Jones, seconded by Cllr Young.

It was **RESOLVED** Cllr Jones be appointed Safety Officer at the Community Festival – 30th July 2017.

17/116 To consider the arrangements for:

i) Vintage Dance – 30th September 2017. The Action Plan was updated. One item on all action plans is the issue of social media needing to be continuously monitored. Cllr Burwood expressed his concerns events are not reaching a greater audience and proposed the matter of a second social media administrator. Seconded by Cllr Lewis.

It was **RESOLVED** to ask the Clerk to add the issue of a second social media administrator to the July Agenda for discussion.

ii) Remembrance Sunday Service – 12th November 2017.
Cllr Edwards proposed to defer until the next meeting to be held on Thursday 10th August 2017 at 7.30pm. Seconded by Cllr Young.

It was **RESOLVED** to defer discussing the Action plan for the Remembrance Sunday Service until the Events meeting to be held on Thursday 10th August 2017 at 7.30pm.

iii) Meet you councillors – Dates to be determined.

It was discussed whether this event should be taken out into the community. Cllr Burwood proposed a date be set for this year and from January 2018 look at the possibility of taking these sessions out of Plantation Hall. Seconded Cllr Young.

It was **RESOLVED** to hold a Meet Your Councillors session on 22nd October 2017 at 2.00pm-4.00pm.

iv) Quiz night – 20th October 2017- (to appoint a lead Councillor)
Cllr Young proposed Cllr Lewis be lead Councillor for this event. Seconded by Cllr Jones.

It was **RESOLVED** Cllr Lewis be Lead Councillor for the Quiz Night to be held on 20th October 2017.

Cllr Lewis to liaise with the Clerk for invitee's information.

Cllr Burwood left the meeting at 8.45pm due to family commitments.

v) Christmas Senior Citizens Christmas Lunch- 3rd December 2017 (to appoint a Lead Councillor)

Cllr Lewis proposed this item be deferred until the next Events meeting to be held on the 10th August 2017 at 7.30pm. Seconded by Cllr Young.

It was **RESOLVED** to defer discussing the Action Plan for the Christmas Senior Citizens Christmas Lunch until the next Events meeting to be held on 10th August 2017 at 7.30pm and to invite Cllr Perry to attend.

vi) Christmas Drinks Reception – 1st December 2017.

The Action plan was updated. Cllr Scnhurr reiterated that the drinks reception is to thank people who have a special connection to the council, hirers, neighbouring parishes and such like.

The issue of catering was discussed. Cllr Young proposed catering be done in house and then hire an outside bar to provide drinks only. Seconded by Cllr Lewis.

It was **RESOLVED** to gather three quotes for an outside bar and to cater in house.

vii) Table Top Sale.

Cllr Young explained his frustration regarding trying to set this event in motion with reference to insurance. Keith Pitt suggested this could be something that the Rotary Club could organise. Keith to enquire with the Rotary Club and advise the Deputy Clerk.

viii) Town Council Street Party -1st April 2018

Cllr Young proposed this item be deferred until the next meeting to be held on the 10th August 2017 at 7.30pm. Seconded by Cllr Lewis.

It was **RESOVLED** to defer this item until the next Events Meeting to be held on 10th August 2017 at 7.30pm.

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Future Meetings

The next Parish Council Meeting will be held on Thursday 20th July at 7.30pm

The next meeting of the Planning Committee will be held on Thursday 3rd August 2017 at 7.30pm

The next meeting of the Events Committee will be held on Thursday 10th August at 7.30pm.

The next meeting of the Environment and Resources Committee will be held on Thursday 27th August 2017 at 7.30pm.

The Chairman closed the meeting at 9.15pm

Signed by Chairman

DATED: