

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
Telephone: 07741 877870
Email: clerk@lymmparishcouncil.gov.uk
Address: The Village Hall, Pepper Street, Lymm WA13 0JB



Minutes of the EVENTS COMMITTEE held on 7th December 2021 at 6pm held in Lymm Village Hall

Councillors: * **CLr Selwood (Chairman)**
 * **CLr Gowland (arrived at 7.15pm)**
 * **CLr Johnstone**
 * **CLr Stansfield**

Also in attendance: **Kerry Duffin (Clerk)**

17. Welcome, Introductions and Housekeeping

The meeting opened at 6.15pm

18. Apologies for Absence

No apologies were received. CLr Gowland arrived at 7.15pm.

19. Code of Conduct – Declaration of Interest

Members were reminded of their responsibility to declare any personal interest or prejudicial interest that they may have had in any item of business on the agenda no later than when the item was reached.

20. Public participation

No members of public were present.

21. Previous meeting's minutes and progress of actions

RESOLVED: The minutes from the meeting on 16th November 2021 were approved as an accurate record.

ITEM	ACTION	WHO RESPONSIBLE	UPDATE
Platinum Jubilee	Chase WBC re: lighting a beacon in a park	Clerk	Clerk to chase again
	Contact schools	Clerk	Primary schools are on half term. Lymm High School is interested. Clerk to contact Chaiguley and Brighter Futures.
	Contact choirs	Clerk	Social media post shared by Clerk. Update to be brought to next meeting
	Follow up road closures enquiry to WBC	Clerk	Follow up

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	Follow up Walk the Plank re: fire lighting and marshalling	Clerk	Quote received
Website	Share current / potential copy with Councillors at the next meeting	Clerk	Completed and remove
Lymm Festivals and Events	Write to all main events / festivals informing them of the new Committee and asking for core information	Clerk	Ongoing and the LPC website will be updated when responses arrive
Carols	Continue to plan the event	Clerk	On the agenda - remove
Remembrance	Post event reflection and recommendations for next year	Clerk and St Mary's	Meeting to take place in January with St Mary's

22. Platinum Jubilee

RECOMMENDATION: A village event on 2nd June 2022 ending in a beacon being lit in the lower dam area. Live music, local businesses providing food and drink, road closure potentially carbon neutral.

RECOMMENDATION: Recruit an event manager to plan the event due to Clerk and Assistant Clerk capacity.

RECOMMENDATION: Produce guidance for residents to arrange their own road closures for street parties.

RECOMMENDATION: Set up a working group to plan and arrange the Jubilee event.

23. Carols

23.1. Event Management Plan

The current version of the document was shared. Cllr Selwood volunteered to be the Lead Councillor for the event. Document sent to WBC and a meeting with highways will follow imminently.

23.2. Costs

RESOLVED: RECOMMEND costs to:
 Lymm Radio of £450
 First Aid support of £235
 Event Insurance of £358.96

Further potential security costs and livery for staff, Councillors and volunteers to be brought to the next possible meeting.

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23.3. Postcard

Carols Postcard to be printed and delivered to every household in Lymm. The draft design by Lymm Radio was shared and the name change **RESOLVED** as **RECOMMENDATION** to become *Carols from The Cross* as Lymm Radio is also based at The Cross. Due to advertising on the reverse side of the card, the postcard will be cost neutral. Some changes were requested and the Clerk to liaise with Lymm Radio.

23.4. Carols booklet

Downloads to be promoted for this year due to the COVID risks of sharing booklets. A box of booklets to be available on the stage in case any members of public request one on the night. QR code to be laminated and put on boards, in shop windows and on lampposts to be readily available.

RECOMMENDATION: Carol booklets to be completely refreshed in 2022. The children's songs are at the end and some new festive songs can be introduced.

23.5. Stewards

Call out to be made in the next few days with additional requirements coming from the WBC meeting. Briefing documents to be produced and shared with all stewards.

23.6. COVID backup plan

20th December is the date by which the Council will have received the latest Government meeting and a decision about the event can be made, with the final decision being taken on the day due to local infection rates and weather.

RECOMMENDATION: Consider a light switch on event, possibly linking up with other festivals and events including the Cruising Club lit barges, Dickensian Festival best dressed windows.

24. Date of next meetings

25th January 2022 6pm

Public consultation – 18th January 5-8pm. Deadline for all submissions – 21st January 2022

Meeting closed at 7.45pm

ACTIONS:

ITEM	ACTION	WHO RESPONSIBLE
Platinum Jubilee	Chase WBC re: lighting a beacon in a park	Clerk
	Contact high school and special schools	Clerk

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	Chori update at the next meeting	Clerk
	Follow up road closures enquiry to WBC	Clerk
Remembrance	Post event reflection and recommendations for next year	Clerk and St Mary's

ALL RECOMMENDATIONS:

- A village event on 2nd June 2022 ending in a beacon being lit in the lower dam area. Live music, local businesses providing food and drink, road closure potentially carbon neutral.
- Recruit an event manager to plan the event due to Clerk and Assistant Clerk capacity.
- Produce guidance for residents to arrange their own road closures for street parties.
- Set up a working group to plan and arrange the Jubilee event.
- Pay costs to:
 - Lymm Radio of £450
 - First Aid support of £235
 - Event Insurance of £358.96
- Carols event to be called *Carols from The Cross*
- Carol booklets to be completely refreshed in 2022. The children's songs are at the end and some new festive songs can be introduced.
- Consider a light switch on event for 2022, possibly linking up with other festivals and events including the Cruising Club lit barges, Dickensian Festival best dressed windows.