

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
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Address: The Village Hall, Pepper Street, Lymm WA13 0JB



Minutes of the EVENTS COMMITTEE held on 21st November 2022 at 7pm held in Lymm Village Hall

Councillors: * **Cllr Selwood (Chairman)**
 * **Cllr Gowland**
 * **Cllr Johnstone**

Also in attendance: **Cllrs Barr, Rurlander & Sharma**
 Kerry Duffin (Clerk)

22. Welcome, Introductions and Housekeeping

The meeting opened at 7pm.

23. Apologies for Absence

All Councillors were in attendance. Cllr Stansfield has resigned from the Events Committee.

24. 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. No interests were declared.

25. Public Open Forum

5 members of public were present.

26. Approval of previous meeting's minutes

RESOLVED: The minutes from the meeting on 19th October 2022 were approved as an accurate record and signed by the Chairman.

27. Item 10a was discussed at this point

The electrician that carried out the socket tests was in attendance and talked through the results of the survey. He will send the details of the 9 sockets that are not able to be used to the Clerk. Current certificates will last for 12 months. There is no socket at Laurel House but there is no clear understanding of why.

The load tests were also discussed at this time with 60 brackets safe for trees to be installed.

28. Discussion of progress of previous actions

All actions were covered.

29. Armistice Day and Remembrance Parade 2022

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An update was provided. The parade was a success with only a few minor points to note for 2023. The Clerk and Assistant Clerk were thanked for their time and efforts to make the event a success.

There was an insufficient number of Parish Council standard bearers this year. Greater notice will be given next year for involvement of ACT standard bearers.

Quote needed for new / replacement Parish and Union standards and carriers.

The Parish Council needs a clear plan for wreaths in 2023, adding the Parish logo and for where they should be delivered to, and who carries them.

The timing of the service at St Peter's makes attending both church services difficult.

30. Xmas and Carols

30.1. Update from the insurers was provided, with the Parish Council required to sign off the event and therefore be insurable. Those taking on the core roles need to be named in the planning documents.

30.2. WBC Event Management Plan also needs to be submitted asap. Will be completed at the next meeting. Clerk to share the previous year's documents with the core team.

Standing Orders were closed at this point.

30.3. Description of roles and responsibilities was reviewed (and will continue to be adapted with further event planning) with the following roles being assigned:

Event Manager	Colin Oakley
Event co-ordinator	Graham Gowland
Steward's co-ordinator	Bob Barr and Liz Timms
Stage Manager	Ben Selwood
Safeguarding co-ordinators	Jane Oakley and Jenna Brown

30.4. Timeline and plan – this was agreed and will be updated at each meeting.

30.5. Insurance levels - £5 or £10 million to be agreed at the next meeting.

30.6. Volunteer involvement – all volunteers will be contacted once the documents have been submitted to Warrington Borough Council to set training dates and times. Only those who have received training will be able to volunteer at the event.

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Standing Orders were reopened.

30.7. Other updates – bring costs for 2 banners for Carols to the next meeting.

31. Carols Postcard

The draft was shared with a recommendation about design. **RESOLVED:** That the Parish Council does not require any further space on the card for a Parish Council message about the date change.

32. Xmas Trees and Lights

RESOLVED: That the reports from the electrician and regarding the tree brackets are accepted and that the safe brackets will have trees installed. Quotes for repairs to the brackets and electrics will be brought to meetings in 2023.

RESOLVED: To order battery operated LED lights for the trees where there is no safe electric supply, or no supply at all, including Laurel House Interiors.

RESOLVED: Up to £85 towards a charity for the electricity used at the Lower Dam and paid for by a resident.

33. Advent Trail

RESOLVED: Accepted the revised quote of £275 from Jellypress for smaller window peels for Xmas tree sponsorship. The artwork was shared and was noted as being professional and festive.

34. Any other updates not mentioned elsewhere on the agenda

Nothing further was added.

35. Date of next meeting

29th November 2022 at 8pm.

Meeting closed at 8.30pm