

# 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 29<sup>th</sup> November 2022 at pm held in Lymm Village Hall

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

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

### 36. Welcome, Introductions and Housekeeping

The meeting opened at 8pm.

### 37. Apologies for Absence

All Councillors were in attendance.

### 38. 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.

### 39. Public Open Forum

6 members of public were present.

### 40. Approval of previous meeting's minutes

**RESOLVED:** The minutes from the meeting on 21<sup>st</sup> November 2022 were approved as an accurate record and signed by the Chairman.

### 41. Discussion of progress of previous actions

All actions were covered or feature on the agenda.

### 42. Carols from The Cross

**42.1.**        A security professional attended the Parish Council meeting, sharing a handout regarding his experience, the current changing context and recommendations for training and events security. The core event team will discuss this at their next planning meeting.

A further discussion took place regarding the requirement for security measures for Lymm following the incident at Congleton market at the weekend.

**42.2.**        WBC documents were discussed including:

- Event notification form

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- Event management plan
- Roles and Responsibilities
- Site map
- Risk assessment
- Any further documentation
- Insurance levels – to be set at £10 million Public Liability

Standing Orders were closed at this point and the additional event team discussed the documents, the event team being:

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

Colin Oakley's recommendations will be updated by the Clerk and all current documents will be submitted to Warrington Borough Council.

## **Standing Orders were reopened.**

### **43. Carols Postcard**

The postcard has been printed and will be delivered and placed in local shops in the coming weeks.

### **44. Xmas Trees and Lights**

**44.1.** Update on the lights – the electrician that carried out the testing was present, notifying the Parish Council that several sockets failed the test and cannot be used this year. The remainder of the system can be used this year but will need completely updating for use in 2023.

**44.2.** Tree sponsorship has been set up and will be launched once the trees have been installed. Several businesses have already committed to sponsoring a small tree.

### **45. Advent Trail**

Council received an update – the trail is set up and ready to be launched on 1<sup>st</sup> December. All paying businesses have been invoiced.

### **46. Current costs for the festive activities**

The budget was presented, with current costs running at £9,434 for Carols and £5,997 for the Xmas trees and decoration of the village including testing of the brackets and electrical sockets.

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### **47. Any other updates not mentioned elsewhere on the agenda**

Nothing further was added.

### **48. Date of next meeting**

To be confirmed.

Meeting closed at 10.30pm