

Minutes of the EVENTS COMMITTEE meeting of LYMM PARISH COUNCIL held on Thursday 16th November 2023 at 6pm in Lymm Village Hall

In attendance: * Cllr Selwood (Chair)
 Cllr Gowland
 * Cllr Johnstone
 * Cllr Oakley
 * Cllr Rurlander

* Denotes attendance

Also in attendance: Kerry Duffin, Clerk to the Council

EV31 Welcome and Introductions

The meeting opened at 6.10pm.

EV32 Apologies for Absence

No apologies were received.

EV33 Code of Conduct and Declaration of Interests

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

EV34 Public Open Forum

No members of public were in attendance.

EV35 Approval of Previous Meeting's Minutes

RESOLVED: Minutes of the meeting on 31st October 2023 were approved as an accurate representation and signed by the Chair.

EV36 Update on previous actions

ITEM	ACTION	WHO RESPONSIBLE	UPDATE
EV10	Contact last year's core role volunteers to ask if they are able to be involved this year	Cllr Oakley	No update was made
EV11	Working Group to look at a D-Day plan and develop the details and costs to take to Council for approval. Add to the agenda.	Clerk/Working Group	Pending completion of the winter events and approval of a precept and budget
EV13	Disposal of sound equipment – recommendation to be taken to Full Council	Clerk	Completed – remove
EV23	Remembrance Day Parade activities – Event Manager, stewards recruitment, training, wreaths and road closure, first aid and band costs.	Clerk	Completed – remove

EV24	Carols – costs for sound equipment	Clerk	On the agenda – remove
EV25	Arrange for trees, lights and decorations to be ordered and paid for	Clerk	Completed – remove
EV28	Arrange for the removal of the sound equipment at the village hall	Clerk	Pending

EV37 Remembrance 2023

The event was successful on the day and thanks were extended the Clerk, Admin Assistant and volunteers. Using the feedback from the day and the stewards debrief, the Clerk will present a report at a future meeting.

EV38 Carols from The Cross

Quotes from two north west companies were received and broken down to:

Elements	Company 1	Company 2
	Provides all equipment necessary and quoted for	Uses other suppliers to add stage and generator or recommends other supplier
Sound	£1955 + VAT	£3349 + VAT
Stage	£400 + VAT for stage gazebo	£2700 + VAT Trailer stage, 8 x 6metres with a structured canopy. Cost includes setup and removal. LPC would have to arrange this.
Generator	£650 + VAT	£300 + VAT Sourced by the sound and lighting company.
Lighting	£200 + VAT	Included
Fencing	£275 + VAT	n/a
Staffing	£1300 + VAT	Included
Transport	£240 + VAT	Included
TOTAL	£5020 + VAT	£6349 + VAT

RESOLVED: Accept the quote from company 1 to deliver Carols from The Cross. Not only are they the most competitive in terms of cost but they are also able to provide all elements of the equipment without the need for sub-contracting to third party suppliers, therefore reducing the risks involved. Clerk to contact the company, confirm the quote and set up another meeting to continue to plan the event.

EV39 Decorating the Village – trees and lights

The trees have been ordered and will be installed between 19th and 23rd November.

The electrician is booked to check and improve (where necessary) the electrics of the large trees on 21st November. The Council needs to make a donation to St Rocco's for the resident that is donating their electricity for the lights on the tree at the Lower Dam.

EV40 Updates from the working group

The options that were discussed for fundraising were presented alongside an estimate of officer time to complete them. Preferences and suggestions were:

- Small tree sponsorship
- Large tree sponsorship
- QR code sent to all schools to include on newsletters
- QR code on lampposts and noticeboards a week before the event subject to height restrictions for lampposts.
- Add QR code to songsheets

Councillors Johnstone, Oakley and Selwood offered to put up posters and visit local businesses to request support.

EV41 Budget update

The budget for the year was £24,050. Costs are changing every constantly but the figures to date were £30,241, however £8,730 of this is road closure costs for 2021/22 and 2022/23, leaving a current cost of £21,511:

Road Closure payment to WBC	12,730
Community Safety Event	-
Jubilee/Coronation	225
Remembrance (incl road closure)	1,600
Remembrance - band	350
Remembrance - first aid	108
Volunteer costs	47
Carols (without road closure costs)	-
Sound and stage	5,020
Meeting	49
First aid	275
Insurance	611
PRS	440
MIX:56 contributions	850
Village decoration and activities (festivities) incl additional £2500	2,287
large and small trees incl delivery	1,606
installation of large trees	550
lights and batteries	1,043
tree decorations	100
installation of small trees - jon finch	800
all trees removal	550
south cheshire maintenance	250
Carols postcard	-
Xmas advent trail	-
Bracket and light testing / repair	300
Xmas tree festival	200
Volunteering event	250
Annual festivals / events	-
Village electrics / lighting / sound system	-
	-

EV42 Any other updates not mentioned elsewhere on the agenda

The request to the Rotary for financial support were not successful. The Clerk has also approached the Round Table who are keen to have a discussion about options for this year and also for sound equipment for future years.

EV43 Date of next meeting

Updates will be made at the Extra Ordinary Full Council meeting which has been called.

Actions from the meeting:

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EV24	Carols – costs for sound equipment	Clerk
EV25	Arrange for trees, lights and decorations to be ordered and paid for	Clerk
EV28	Arrange for the removal of the sound equipment	Clerk
EV38	Confirm the sound company for Carols	Clerk
EV39	Make a donation to St Rocco's for the Xmas tree electricity at the Lower Dam	Clerk
EV40	Arrange the sponsorship and income generation options for Carols and trees	Clerk
EV41	Update costs for events at Full Council	Clerk