

Minutes of the EVENTS COMMITTEE meeting of LYMM PARISH COUNCIL held on Tuesday 31st October 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

EV17. Welcome and Introductions

The meeting opened at 6.08pm.

Thanks were extended to Rob Tucker for all his dedication and hard work towards Lymm’s events.

EV18. Apologies for Absence

Apologies were received from Cllr Rurlander.

EV19. 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.

EV20. Public Open Forum

No members of public were in attendance.

EV21. Approval of Previous Meeting’s Minutes

RESOLVED: Minutes of the meeting on 5th September 2023 were approved as an accurate representation and signed by the Chair.

EV22. Update on previous actions

| ITEM | ACTION | WHO RESPONSIBLE | UPDATE |
|------|--|------------------------|------------------------|
| EV4 | Share Safety Central’s details for ranger vacancies | All | Completed – remove |
| EV7 | Invitation to residents to join the working group | Clerk | Completed – remove |
| EV8 | Share Events training documents with all at Full Council | Clerk | Completed – remove |
| EV10 | Add recommendations to Full Council agenda – Carols, decorations and advent trail Set up a working group meeting to plan and cost the events / activities | Clerk Working Group | All completed – remove |

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| EV10 | Contact last year's core role volunteers to ask if they are able to be involved this year | Cllr Oakley | Pending responses from Cllr Gowland and a resident |
| 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 |
| EV12 | Add road closure and grant figures to Full Council agenda for review | Clerk | Completed – remove |
| EV13 | Disposal of sound equipment – recommendation to be taken to Full Council | Clerk | Pending |

EV23. Remembrance 2023

RESOLVED: Clerk to become the Event Manager with the Admin Assistant as the Stewards Co-ordinator.

RESOLVED: A campaign for recruiting stewards will be launched asap. All stewards must complete the ACT online training course run by The Counter Terrorism Alliance – a partnership which brings together the knowledge of policing, the private sector and public sector to counter terrorism.

RESOLVED: A budget of £59 + VAT for an on-line safety training course for 3 people. Clerk, Admin Assistant and Cllr Oakley to complete the training and bring feedback to a future meeting with recommendations for whether to roll out across all events.

RESOLVED: The wreaths will be carried to the parade starting point on Remembrance Day and will be carried by Councillors. The wreaths are to be laid at the memorial in St Mary's Church, the memorial at St Peter's Church and the memorial on Limefield Avenue.

Current costs for the event are:

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|-----------------------|-------|
| Road closures | £1589 |
| First aid | £90 |
| Brass band and bugler | £350 |

The original budget for Remembrance was £1500. Events costs will continue to be reviewed by the Committee with regular updates to Full Council.

The insurance broker has been contacted and approved that no further insurance premium is necessary for either Armistice Day or Remembrance.

All documentation will be reviewed, with final versions submitted to Warrington Borough Council in advance of the event.

EV24. Carols from The Cross

Quotes from sound and lighting companies are being collected and the costs will be brought to a future meeting.

Cllr Oakley confirmed that most of the Core Roles for the event have been filled. Cllr Gowland and a resident are still to confirm their involvement.

The additional insurance premium has been received, at a cost of £610.85.

EV25. Decorating the Village

- a. **RESOLVED:** Costs for trees and battery powered lights have been received and are looking the most effective for 2023. The purchase of two large trees (25 to 30 foot) and 60 smaller (4-5 foot) will be purchased and will be dressed with battery operated lights. Current forecast costings: £5500
- b. **RESOLVED:** Purchase of 200 wooden tree decorations at a cost of £100 to use to raise donations towards the costs of decorating the village.
- c. **RESOLVED:** Hold stalls in the village and including at Dickensian Festival to raise funds for decorations.
- d. **RESOLVED:** Receive donations by cash, card (portable card reader) and via a QR code linked to the website.

EV26. Advent Trail

This activity has been paused pending completion of the planning for Remembrance, Carols and decorating the village.

EV27. D-Day Events 2024

The Events Working Group has been tasked with looking at options for June 2024. Further ideas will be brought to the next meeting. Results of the community poll will also provide information for decision making.

EV28. Disposal of unused sound equipment

An update was provided including that MIX:56 will make use of the microphones. The other equipment will be offered to local groups and removed from the hall before the roof is replaced.

EV29. Any other updates not mentioned elsewhere on the agenda

An update on costs to date will be made at the November Full Council meeting.

EV30. Date of next meeting

16th November 2023 at 6pm

Actions from the meeting:

| ITEM | ACTION | WHO RESPONSIBLE |
|-------------|--|------------------------|
| EV10 | Contact last year's core role volunteers to ask if they are able to be involved this year | Cllr Oakley |
| 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 |
| EV13 | Disposal of sound equipment – recommendation to be taken to Full Council | Clerk |
| EV23 | Remembrance Day Parade activities – Event Manager, stewards recruitment, training, wreaths and road closure, first aid and band costs. | Clerk |
| EV24 | Carols – costs for sound equipment | Clerk |

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| EV25 | Arrange for trees, lights and decorations to be ordered and paid for | Clerk |
| EV28 | Arrange for the removal of the sound equipment | Clerk |