

RUDDINGTON PARISH COUNCIL

Minutes - Events Sub-Committee meeting

Held at St Peter's Rooms on Tuesday 20th March 2018 at 1:30 p.m.

Membership

P Reedman - Chairman
Mrs A Auckland
Mrs J Reedman
Mrs S Matthews

Persons absent are marked 'A'

Mrs D Stirland has resigned from the Events Sub-Committee. A letter to be sent to her thanking her for all of her hard work on the Committee and recognising that she is still willing to decorate the St Peter's Rooms at Christmas and preparing a hamper for raffle at the Christmas Fayre.

Persons representing the Parish Council on other business are marked 'O'

Also S Peacock - Deputy Clerk

ES. 18/03/01 Apologies for Absence

None

ES. 18/03/03 To confirm the minutes of the meeting held 20th February 2018

The minutes were confirmed and signed by the Chairman

ES. 18/03/04 Action Update

An update on actions resulting from recommendations had previously been circulated.

ES. 18/03/05 Declaration of Member's Interests and Dispensations for non-participation

None declared

Committee in Session

ES. 18/03/06 Terms of Reference

The terms of reference for the Events Sub-Committee were established at Parish Council (minute no C. 16/05/15 refers). The terms of reference: "To organise the Summer and Christmas Fayres, aim for each to break even financially and report back to Parish Council. The membership of the sub-committee will be reviewed by Parish Council at each Annual Parish Council Meeting."

The stall fees have now been reduced to encourage local businesses and

Ja

Action

PCO =
Parish
Council
Office

PCG =
Parish
Council
Ground
staff

it is unlikely that future events will break even financially.

Resolved that the Terms of Reference for the Events Sub-Committee be amended to read:

“To organise the Summer and Christmas Fayres and report back to Parish Council. The membership of the sub-committee will be reviewed by Parish Council at each Annual Parish Council Meeting”

ES. 18/03/07 Great Get Together

The Event will be advertised in the Rudd and on the Parish Council website and on social media. A Facebook page created last year will be resurrected and Paul Reedman and Sue Matthews to be administrators.

Resources can be accessed from the Great Get Together website.

St Peter's Rooms and the Green have been booked for the Great Get Together 23rd June 2018.

Suggestions were made for a community dog walk from Rushcliffe Country Park to the Green; inviting U3A (University of the Third Age) as they are looking for outings/events for their members; choir singing; games; piano player at St Peter's Rooms for residents of local residential homes with teas, coffees and cakes.

Resolved that the Great Get Together will be held on the Village Green and at St Peter's Rooms on Saturday 23rd June 2018 and the suggestions made for other complimentary events as discussed be explored.

ES. 18/03/08 Holocaust Memorial Day

The Chairman provided feedback on the Holocaust Memorial Day (HMD) display held in the St Peter's Rooms for a week in January before HMD. Plenty of booklets were handed out. It is suggested that a similar display would be created for next year.

To try and encourage the schools to get involved in the next Holocaust Memorial Day and to gauge interest a future agenda item will be required the meeting of the Events Sub-Committee 11 September 2018.

Resolved that. Ideas to be brought to Events Sub-Committee 11 September 2018 to involve the schools in HMD..

ES. 18/03/09 100 Years Anniversary of end of First World War

Councillors discussed the idea of having a commemorative bench to mark the 100 year's anniversary of the end of the First World War and agreed that it would be a good idea and be referred to the next Amenities Committee.

Resolved that. Details and costings of the commemorative bench be referred to Amenities Committee.

PJR

ES. 18/03/10 New Booking Forms for approval

The booking forms as prepared for the Events Sub-Committee were scrutinised and a number of amendments proposed. The bookings forms had to be revised for the change in booking fees and the early bird discount.

An additional paragraph has been inserted for the General Data Protection regulations (GDPR) asking for consent by the stall holders to hold their details for the purposes of communicating with them in respect of the Summer and Xmas Fayres.

Resolved that. The format of the booking forms was agreed.

ES. 18/03/11 Market Stalls – Hire/Purchase or Marquee

Councillors discussed the hire/purchase or marquee option for market stalls.

Investigations have revealed that hiring of market stalls with covers with putting up and taking down would be £40 per unit. Therefore to provide 20 market stalls would cost £800 per event.

The hire of marquees would cost £400 to £600. Tables (24) have been purchased in the past which have been used by stall holders under the marquees. If market type stalls are used these tables would be surplus to requirements.

Resolved that. The purchase or hire of market stalls would not be economic and the best solution would be to continue with the tables and hire of marquee(s).

ES. 18/03/12 Punch and Judy Summer Fayre

The Punch and Judy will be available for the Summer Fayre and the cost will be £100.

Resolved that the Punch and Judy should be hired at a cost of £100.

ES. 18/03/13 Promotion and advertising of Summer and Xmas Fayre

Advertising for the Summer Fayre should be in the "Rudd" and Facebook. A facebook page as part of the Parish Council Facebook page will be created.

Resolved that a new facebook page to be created as part of the Parish Council Facebook page

ES. 18/03/14 Items for next agenda

Ruddington's Got Talent
Great Get Together
Summer Fayre

Pje

Pop Up Stage with waterproof cover
David Cox Amusements Hire charge at Summer Fayre

Date of Next Meeting: 17th April 2018 1:30pm St Peter's Rooms
Meeting closed at 2.59pm

A handwritten signature in black ink, appearing to read 'P Reed', with a long horizontal stroke extending to the right.

Committee Chairman