

**MINUTES OF THE MEETING BRANSTON PARISH COUNCIL COMMUNICATION AND
EVENTS COMMITTEE MEETING
TUESDAY 2ND APRIL 2024, COMMENCING 6.30 P.M. CLAYS LANE SPORTS PAVILION**

Public participation - A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

Present: Cllrs A Riley, J Riley and A Hornby

In attendance: Mrs K Lear

1/2-4-24 Apologies for absence

Apologies were received for Cllr N Slater.

2/2-4-24 Declaration of interest and dispensations

None submitted

3/2-4-24 Minutes of the last meeting

It was resolved that the minutes were an accurate and factual record.

4/2-4-24 Easter Hunt – 30th March 2024 – Reflections

Members felt it was a good day well attended.

Event brite confirmed that 116 families had registered. Following cancellations 102 families were registered.

Due to non attenders, approximately 90 families attended.

Members felt that the entertainment was sufficient.

Members confirmed that some stall holders offered a donation after the event. Members declined the donation.

There was a discussion on whether attendees should be charged for the event which may prevent some attendees registering but not turning up at the event.

Some members felt that this would be difficult to co-ordinate and therefore was not an option.

5/2-4-24 D Day Event – 6th June 2024

Members discussed what entertainment was booked.

The clerk advised members that the meetings were when decisions needed to be made and recorded.

The clerk advised members that the stage had not been booked as the proforma invoice did not stipulate what was included in the quotation, it just confirmed the

date of the event. Full council resolved the increase in budget, but only approved the stage in principle.

The clerk advised that for the stage, other quotations needed to be obtained as per financial regulations.

A member raised a concern that in relation to entertainment, things needed to be booked quickly. The clerk advised members that the committee was set up to assist with quicker decision making.

There was a discussion about additional entertainment for the D Day celebration.

It was resolved that the big band would be booked, cost £350. Cllr J Riley to send details to the clerk.

It was resolved that the stage, lighting and sound needed to be booked.

The clerk advised that other quotations needed to be obtained due to the cost of the service being £4K. Cllr J Riley confirmed that another contact had been suggested during the event on Saturday. Clerk confirmed that she may have sourced another contact too. Further quotations to be obtained urgently so that a decision can be made as to who to book. Clerk to obtain quotations and circulate so that a booking could be confirmed.

Members felt that an events licence was required.

Cllr A Riley informed members that an individual had to have a bar licence when booking an events licence which he had and therefore he would apply for the licence on behalf of the council.

It was resolved that the events licence application was submitted by Cllr A Riley.

Members felt that a tear drop design wreath was required for laying at the war memorial. It was agreed that two small wreaths were also needed to be purchased for the schools attending to lay.

Members felt that a D Day flag needed to be purchased for flying on the day. Approximate cost £30.

It was resolved that the flag was ordered.

Members discussed how the day event will run. There was a suggestion that the children would arrive about 11.30 pm.

Members suggested that Rev Collier hosted an assembly for 20 minutes prior to the fly past. Clerk to investigate his availability at this time.

Members felt local adjacent parish councils needed to be invited and local dignitaries to the event to raise the profile of the parish council. The clerk was asked to establish if the local Trent and Dove coffee van may be available for lunch time.

Members felt that the Scouts should be invited and for the clerk to establish if Paget High School or John Taylor Free School would like to attend during the day to perform.

There was a discussion on what activities could be hosted around the playing field.

Members felt that it would be worth having a meeting with the Head from Henhurst Ridge Primary School and Rykneld Primary School.

Evening event

The evening event plans are now in place.

6/2-4-24 Party in the park – 31st August 2024 12 to 6pm

Members confirmed that there were no bookings for the committee to consider at this stage.

Cllr J Riley confirmed that he was still considering plans for the event.

7/2-4-24 Olympics Event

There was a discussion on what options had been explored for a possible event, at this moment in time, no firm proposals could be considered.

It was resolved that this event will not go ahead.

8/2-4-24 Financial matters

Financial procedures and bookings were discussed earlier on in the meeting.

Signed:

Date: