

**MINUTES BRANSTON PARISH COUNCIL EVENTS & COMMUNICATION COMMITTEE  
THURSDAY 8<sup>TH</sup> AUGUST, 2024, COMMENCING 6.30 P.M. CLAYS LANE SPORTS PAVILION**

Present; Cllrs J Riley, A Riley, A Hornby, M Dillon  
In attendance: Mrs K Lear (Clerk)

1/8.8.24 Apologies for absence

Apologies for absence were noted and not accepted for Cllr N Slater.

2/8.8.24 Declarations of interest and dispensations

None submitted

3/8.8.24 Party in the Park

- Confirm appointment of Mercia Events

It was resolved that Mercia Events for the PA system, microphones, hosting the music for the event to be booked.

- Update on stall holders and plans were presented.

62 vendors have been confirmed. There are a large variety of stalls.

Free inflatables and face painting will be offered.

- The following arrangements were confirmed:-

Setup – 9.00 am start for stall holders. No vehicle movements after 11 am.  
Earlier slots have been offered to stallholders.

There will be a councillor on the gate, another councillor to direct them to field.  
Cllr J Riley will direct them to their allocated space.

Cllrs A Riley, A Hornby will be available on the day. Council to check with Cllr N Slater and R Grosvenor to establish if they will be attending on the day.

TENS Licence – It was confirmed that the licence has been submitted.

Support from Councillors - Councillors were asked to be in attendance at 9am.

Toilets and bins confirm arrangements – It was resolved that the toilets would be booked for the event. Cost £600.

Donations - Members were in agreement of accepting a donation. Half will be paid to Staffordshire Regiment Charity and half to the parish council who may select another charity.

Bank details or cash can be accepted. Cllr Josh Riley will accept donations on behalf of the parish council on the day.

Members resolved that the Mayor of East Staffordshire be invited to the Party in the Park. If the Mayor was not available, then Deputy Mayor would be invited.

11.30 arrival. Mayor or Deputy Mayor to thank everyone for putting on the event.

4/8.8.24

Remembrance Sunday

Printing for Order of Service – It was resolved that the printing would be ordered ready for the service. Cost £180.

Officials or community members to be a part of the parade and laying a wreath.- It was noted that the Staffordshire Regiment will in attendance. Branston Scouts will be in attendance.

Members agreed that the following needed to be invited to Remembrance Sunday.

Chairman of the Rugby club to attend.

Chairman of the golf club to attend.

Cricket club to be invited.

Rykneld Primary School and Henhurst Ridge Academy Heads to be invited along with pupils.

Help the Heros will also be invited to attend the parade. Cllr Dillon to establish if they would like to attend.

Brass Band – There was a discussion on whether Paget High School or, John Taylor Free School may have band members who could attend to play the hymns during the service. Clerk to contact the local schools. Cllr J Riley to send over the music sheets to the clerk.

Clerk to establish if Gresley band may be available on the day too.

Road Closure – application has been submitted for a 10.30 to 11.30 road closure.

It was noted that all parish councillors if possible needed to be in attendance.

Paget High School head boy and head girl to be invited to do the reading of the fallen. If they are not able to support, John Taylor High School to be approached.

Chairs will be available for St Saviours congregation and Staffordshire regiment. Cllr J Riley will investigate which chairs are the best to use on the day.

Members felt that additional help would be needed on the day as part of setting up.

Two poppy wreaths to be purchased.

5/8.8.24

Christmas - 29<sup>th</sup> November 2024, 7.30 pm light switch on (to be confirmed)

The tree will be hosted on the Blacksmith Arms car park again.

It was resolved that a budget up to £800 is approved to install the socket, lead, checks on the day.

The round table has been secured for the event. They have asked for a donation for their attendance. Donation to be agreed at the next meeting (there was a

discussion that donations from the Party in the Park could be ear marked for the Round table).

Branston Scouts will be doing a BBQ on the evening.

Rykneld and Henhurst Ridge choir to be invited to the event.

There was a discussion on who will switch on the lights. This to be confirmed at the next meeting. Cllr Dillon made a few suggestions.

Selections boxes to be sourced for the choir.

Budget approved up to £1.4K for hire of reindeers, helpers and snow machine and sleigh.

Members felt that a larger tree was required. It was suggested that a 15ft tree be explored.

6/8.8.24 Events for 2025

Members agreed that the following events would be hosted next year.

Budgets to be agreed in readiness for the budget setting later on in the .

- Easter Egg Hunt – 19<sup>th</sup> April 2025
- VE Day 8<sup>th</sup> May 2025
- Party at the Park 30<sup>th</sup> August 2025
- Firework Night – 8<sup>th</sup> November 2025
- Remembrance Sunday – 9<sup>th</sup> November 2025
- Christmas Tree Lighting – 28<sup>th</sup> November 2025

7/8.8.24 Expenditure

The following expenditure was approved:-

Item	Explanation	Amount	Power
First Aid	Council still explored most suitable supplier	Approx 171.00	GPC/EP
Mercia Events	Toilets	600.00	GPC/EP
Mercia Events	PA System	TBC	GPC/EP

8/8.8.24 Date of next meeting

3<sup>rd</sup> September 2024

Signed: .....

Date: .....

