

Elloughton-cum-Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the Events Meeting held on **Tuesday 10th January 2023** held in the Meeting Room, Elloughton-cum-Brough Town Council Office, 60 Welton Road, Brough.

Members Present: Cllr Trotter, Cllr Loizides, Cllr Luckraft, Cllr Rowe

Meeting Clerk: Philippa Beverley (Town Clerk)

Also in attendance: Phillipa Scullion (Events Coordinator)

Members of Public: No members of public present

MINUTES

EV185/22 To accept apologies.
No apologies received.

RESOLVED: Committee received no apologies.

EV186/22 To accept Declarations of Interest relating to items on the agenda.
No declarations of interest received.

RESOLVED: No declarations of interest received.

EV187/22 To confirm as a correct record the Minutes of an Events and Publicity Committee Meeting held on 8th November 2022.

Cllr Rowe proposed, seconded by Cllr Luckraft and agreed unanimously, that the minutes be accepted as a true and accurate record of the meeting held on Tuesday 8th November 2023.

RESOLVED: Committee resolved to approve the minutes as a true and accurate record for the meeting held on Tuesday 8th November 2022.

EV188/22 To receive verbal feedback on Ice Rink.

Committee received a verbal update from the Events Coordinator who advised on the whole this was a successful event and well received within the Community. Feedback has suggested stores needed to be more festive focused for future events.

RESOLVED: Committee received a detailed verbal update on the Ice Rink.

Signature: _____

Date: _____

EV189/22 To receive verbal feedback on Christmas Light Switch On.

Events Coordinator gave a verbal update on the Christmas Lights Switch On. This was once again a successful event, extremely well received in the Community, with lots of positive feedback received.

Event was well attended, with more people than last year.

Some concerns raised over Choirs not been heard and also food and drink options limited.

RESOLVED: Committee received a verbal update on Christmas Light Switch On.

EV190/22 To receive verbal feedback on Christmas Card Competition.

Events Coordinator gave a verbal update on Christmas card competition.

RESOLVED: The committee received a verbal update on the Christmas card competition.

EV191/22 To discuss and approve initial actions for Christmas Light Switch on 2023.

Events Coordinator gave a verbal update and presentation, discussed thoughts and ideas for 2023. Discussed not holding the ice rink next year, despite success as ideally we would want bigger and real ice and this is unlikely to be affordable. In replacement of an ice rink, consider traditional rides, i.e.: Carousel to be at the Christmas Light Switch On. Consideration of more things to do at the event. Events Coordinator advised she has started to contact people and will return to the next Events Meeting with plans for approval.

RESOLVED: The committee noted the Events Coordinators updates for the Christmas Lights Switch On 2023 and agreed that the Events Coordinator will provide details for approval in the next Events Meeting.

EV192/22 To discuss and approve Mother's Day Activity.

Committee received a verbal update and presentation on Mother's Day activity for 2023. Mother's Day is on the 19th March 2023.

Proposed by Cllr Trotter, seconded by Cllr Luckraft and agreed unanimously to approve a Mother's Day Colouring Competition for two age groups, age 3 – 6 and age 7 – 10. Competition to run between 1st – 14th March 2023 and Winners announced 15th March 2023.

Proposed by Cllr Trotter, seconded by Cllr Luckraft and agreed unanimously to approve Town Council staff to source gift vouchers donated by local organisations for prizes. Additionally agreed a £50 budget for prizes should donations not be successfully sourced.

RESOLVED: Committee resolved to approve a Mother's Day Colouring Competition for two age groups (age 3-6, age 7-10). Competition to run from 1st – 14th March 2023 with winners announced on 15th March 2023.

Signature: _____

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Committee also resolved to approve Town Council staff to seek donations from local businesses for prizes and also a £50 budget for prizes if donations are not received.

EV193/22 To discuss and approve observation of Religious Festivals in 2023.

Committee discussed in detail how to observe a variety of Religious Festivals in 2023.

Proposed by Cllr Luckraft, seconded by Cllr Trotter and agreed unanimously that social media be used to acknowledge a wide variety of Religious Festivals throughout 2023.

RESOLVED: Committee resolved to acknowledge a wide variety of Religious Festivals using Town Council social media.

EV194/22 To discuss and approve Easter Event 2023 and initial steps.

Committee received a verbal update on Easter Event 2023. Date for event proposed as 8th April 2023. Egg Hunt proposed as the event, with the route remaining the same as in previous years but with additional games added via a QR code on the eggs. Food vendors invited to attend the event.

Cllr Trotter proposed, seconded by Cllr Rowe and agreed unanimously that the Easter Egg Hunt take place at the same location as previous years with additional games added to the QR code and vendors invited to the event.

RESOLVED: Committee received a verbal update and resolved to approve the Easter Egg Hunt to take place on Saturday 8th April 2023 from the same location. Additional games added to eggs via QR codes and food vendors invited to attend.

EV195/22 To discuss and approve Kings Coronation Event 2023 and initial steps.

Events Coordinator gave verbal update on Kings Coronation which is to take place on 6th May 2023. Events Coordinator has a meeting scheduled with Blackburn Leisure's events coordinator and will discuss the possibility of working together to host an event. Details will be returned, on various options in the March 2023 meeting for approval.

An announcement has been made that Beacons will be lit on 6th June 2023 for 80th Anniversary of D-Day, however as yet no official guidance.

RESOLVED: Committee received a verbal update on the Kings Coronation.

EV196/22 To receive verbal update on Petuaria Press

Committee received a verbal update on the Petuaria Press, next edition due to be published in February. Hard copies are been distributed around the Town but many remain at the locations. Emails are now been sent to approx. 900

Signature: _____

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people on the mailing list, the Petuaria Press is emailed directly to these people and approx. 80% are opening the email to read.

Cllr Trotter proposed, seconded by Cllr M Loizides and agreed unanimously that a budget of £40 be agreed for the printing 50 copies of the next issue as this should be sufficient and reduce wastage.

Cllr M Loizides proposed, seconded by Cllr Trotter and agreed unanimously to offer a service of designing an advert for the Petuaria Press at £10 per advert if required, in addition to the cost of advertising.

Cllr Trotter proposed, seconded by Cllr M Loizides and agreed unanimously to allow the Petuaria Press website to lapse and the Petuaria Press and back copies to be incorporated into the Town Council website.

RESOLVED: Committee resolved to approve a budget of £40 for printing 50 copies of the next Petuaria Press to reduce wastage.

Committee resolved to approve a design of advert service for £10 per advert in the Petuaria Press.

Committee resolved to approve the Petuaria Press website to lapse and the Petuaria Press and all back copies be incorporated into the Town Council website.

EV197/22 To receive verbal update on Social Media stats.

Committee received a verbal update and presentation updating on the positive engagement with the Community through Social Media, website and mailing list. All platforms have increased in the number of followers.

Subscribers to the mailing list now sit at approx. 900.

RESOLVED: Committee received a verbal update on the positive engagement with the Community through Social Media, website and Town Council Mailing List. All platforms have increased with followers and mailing list subscribers has increased to approx. 900.

EV198/22 To note the next Events Meeting is to be held at 6.00pm on Tuesday 14th March 2023, to be held in the Meeting Room, Town Council Offices, 60 Welton Road, Brough, HU15 1BH.

Committee noted the time, date and location of the next Events Meeting.

RESOLVED: To note the next Events Meeting is to be held at 6.00pm on Tuesday 14th March 2023, to be held in the Meeting Room, Town Council Offices, 60 Welton Road, Brough, HU15 1BH.

Signature: _____

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