

Elloughton cum Brough Town Council
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Minutes of the Events Meeting held on **Tuesday 10th May 2022** held in the Meeting Room, Petuaria Community Centre, Welton Road, Brough.

Members Present: Cllr Trotter, Cllr Bentley, Cllr Luckraft, Cllr Rowe, Cllr Loizides
Meeting Clerk: Philippa Beverley (Town Clerk)
Also in attendance: Phillipa Scullion (Events Coordinator), Alice Greenwood (Admin Assistant)

Members of Public: No members of public present

MINUTES

EV124/20 To accept apologies.
Apologies received from Cllr Muzaffar.

RESOLVED: Committee resolved to accept apologies from Cllr Muzaffar.

EV125/20 To accept Declarations of Interest relating to items on the agenda.
No declarations of interest received.

RESOLVED: No declarations of interest received.

EV126/20 To confirm as a correct record the Minutes of an Events and Publicity meeting the Committee held on 8th March 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 March 2022.

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

EV127/20 To receive feedback on Queens Green Canopy tree planting, Mother's Day Colouring competition, Great British Spring Clean and Easter Egg Hunt.

Events Coordinator gave detailed update on Green Canopy and its success, advised Mother's Day competition had over 20 entries and proved a great interactive event with the community for minimal expense. The Great British Spring Clean was not attended by any Councillors, other than the Chairman, however Town Council staff, their children and ERYC Cllr Meredith attended and collected six bags of rubbish enroute from Morrison's to the playground on Elloughton Road.

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The Easter Egg Hunt was once again a phenomenal event, which was really well attended by the local community, it received excellent feedback. Remaining Easter Eggs were donated back to Morrison's for the food bank, with a small number been distributed around the Town as "Random Acts of Kindness".

RESOLVED: Committee resolved to note the feedback from the Events Coordinator for all recent events.

EV128/20 To receive a verbal update and information on Sunflower Competition.

Events Coordinator advised that the Sunflower Competition was now live and that Sunflowers can be collected from the office during opening hours. Competition will close mid-July, date to be confirmed, with the winner (tallest sunflower) winning a children's gardening set.

RESOLVED: Committee resolved to note the feedback on the Sunflower Competition.

EV129/20 To receive a verbal update on Local and Community History Month.

Events Coordinator advised that they had made contact with Petuarria Revisited and BAE for information they have on the history of Brough that we can post as Social Media. Requests on social media to the wider community have already been made.

RESOLVED: The committee noted the update on Local and Community History Month.

EV130/20 To receive a verbal update on the Queen's Platinum Jubilee Celebrations and to approve any required next steps.

Events co-ordinator advised that the Beacon Lighting is going to plan. The gas for the Beacon has been purchased.

Committee received a reminder that volunteers were required on the 16th May to help decorate the Town with bunting and lamp post décor.

Events Coordinator advised that posters to advertise the Jubilee event were ready to go and advised the cost to print would be £55.

Cllr Bentley proposed, seconded by Cllr Loizides and agreed unanimously to authorise the spend of £55 to pay for the printing of the posters.

RESOLVED: The committee resolved note the updates and approve payment of £55 for the printing of Jubilee Posters.

EV131/20 To receive a verbal proposal on Fairy Trail Event and approve location, date and costing for Fairy Doors.

Committee received a proposal to hold a Fairy Trail on the 16th July 2022 where the community would be invited to follow a format similar to the Easter Egg Hunt looking for fairy doors around the Town.

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Cllr Bentley proposed, seconded by Cllr Trotter and agreed unanimously to purchase fairy doors at a cost of £7.50 per 10, purchasing 20 in total in order to proceed with the event to be held on the 16th July 2022.

Cllr Trotter proposed, seconded by Cllr Bentley and agreed unanimously to agree a budget of £50 for advertising posters and £50 for end of trail prizes.

RESOLVED: Committee resolved to accept the proposal to hold a fairy trail around the town on the 16th July 2022 and to start the process by purchasing Fairy Doors at £7.50 per 10, buying 20 in total at a cost of £15 and agreeing a budget of £50 for advertising posters and £50 end of trail prizes.

EV132/20 To receive a verbal update on Christmas Light Switch on and approve any next steps.

Events coordinator advised that the Christmas Light switch on is in hand and initial plans are in place. A road closure application will be made shortly for Main Street, Elloughton, outside the Half Moon for the duration of the event. Trying to source a side drop down lorry to use as a stage for the band. Events Coordinator is looking into securing funding for the Ice Rink at The Ferry for the weekend of the event.

Events coordinator presented three options on bands to attend the event. Proposed by Cllr Bentley, seconded by Cllr Trotter to confirm the Gin Slingers to attend at a cost of £350.

RESOLVED: Committee resolved to note the updates and approve the hire of the band, the Gin Slingers at a cost of £350.

EV133/20 To approve the purchase of navy table cloth for future events at a cost of £17.98.

Cllr Bentley proposed, seconded by Cllr Rowe and agreed unanimously to approve the purchase of a navy table cloth at a cost of £17.98 for all future events.

RESOLVED: Committee resolved to purchase a navy table cloth at a cost of £17.98 for all future events.


EV134/20 To approve the purchase of a branded table runner for future events at a cost of £35.40.

Cllr Rowe proposed, seconded by Cllr Bentley and agreed unanimously to purchase a Town Council branded table runner at a cost of £35.40.

RESOLVED: Committee resolved to approve the purchase of a Town Council branded table runner at the cost of £35.40.

EV135/20 To consider and approve the purchase of a gazebo for all future events.

Proposed by Cllr Trotter, seconded by Cllr Rowe and agreed unanimously to purchase a gazebo at a cost of £45 to use at future Town Council events.

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RESOLVED: Committee resolved to approve the purchase of a gazebo at £45 to be used at future Town Council events.

EV136/20 To consider and approve quotes for First Aid staff training, quotes to be presented in the meeting.

Committee provided with three quotes. Proposed by Cllr Bentley, seconded by Cllr Trotter and agreed unanimously to approve first aid training with Health and Safety Training Services, Hull at a cost of £65 per person (excluding VAT) for two members of staff initially.

RESOLVED: Committee resolved to approve first aid, one day training, for two office staff at a cost of £65 per person (excluding VAT), total £150 with Health and Safety Training Services, Hull.

EV137/20 To consider and approve quotes for First Aid providers for Queens Jubilee.

Cllr Bentley proposed, seconded by Cllr Rowe and agreed unanimously that as the two members of staff would now be qualified before the event that this would along with the completed risk assessment adequately cover the event.

RESOLVED: Committee resolved to approve the two members of staff who will have completed their first aid training prior to the event as the first aiders.

EV138/20 To consider and approve the cost of gas canister to light the Beacon at Queens Jubilee event.

Events coordinator advised that there is a shortage nationally for the required canisters and that up until two days ago, she could find empty canisters to purchase at a cost of £90 each. However she has now managed to secure locally two canisters at a cost of £35 each (excluding VAT).

Cllr Loizides proposed, seconded by Cllr Bentley and agreed unanimously to approve the hire of two canisters at a cost of £35 each (excluding VAT).

RESOLVED: Committee resolved to approve the hire of two gas canisters to light the jubilee beacon at a cost of £35 each (£70 total), excluding VAT.

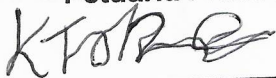
EV139/20 To consider and approve advert costs for Petuaria Press.

Committee received verbal proposal on costs of Petuaria Press adverts.

Cllr Bentley proposed, seconded by Cllr Trotter and agreed unanimously to approve the adverts at a cost of £45 for a 60mm x 91mm and £85 for a 91mm x 137mm.

RESOLVED: Committee resolved to approve adverts costs for the Petuaria Press at £45 for 60mm x 91 mm and £85 for a 91mm x 137mm.

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Date: _____

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EV140/20 To approve a format and budget for the printing of the next issue of the Petuaria Press.

Cllr Trotter proposed, seconded by Cllr Bentley and agreed unanimously to approve a budget of £300 for the printing of the Petuaria Press and delegated the powers to the Clerk to make the decision on the size (A4 or A5) depending upon the content of the edition.

RESOLVED: Committee resolved to approve a budget of £300 to print the next copy of the Petuaria Press and delegated the decision to print in A4 or A5 to the Clerk, depending upon on the content.

EV141/20 To note the next Events Meeting is to be held at 6.00pm on Tuesday 12th July 2022, to be held in the Meeting Room, Petuaria Community Centre, Brough.

Committee noted the time and date of the next Events Meeting and confirmed the location may alter.

RESOLVED: Committee resolved to confirm the next Events Meeting will be held on Tuesday 12th July 2022 at 6pm.

Signature: 

Date: 12/7/22

