

Elloughton-cum-Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the Events Meeting held on **Tuesday 11th July 2023** held at the Town Council Office, The Old Library, Elloughton Road, Brough, HU15 1AE.

Members Present: Cllr Blee, Cllr Trotter, Cllr Rennison (Ex-officio), Cllr Bentham (Ex-officio), Cllr Parker and Cllr Harrison.

Meeting Clerk: Danika Lynch (Deputy Clerk)

Also in attendance: Phillipa Scullion (Events Coordinator)

Members of Public: Two members of the public attended.

MINUTES

EV234/23 To accept apologies.

No apologies received.

RESOLVED: No apologies received.

EV235/23 To accept Declarations of Interest relating to items on the agenda.

No declarations of interest received.

RESOLVED: No declarations of interest received.

EV236/23 To confirm as a correct record the Minutes of an Events and Publicity Committee Meeting held on 23rd May 2023.

Cllr Trotter proposed, seconded by Cllr Harrison and agreed unanimously, that the minutes be accepted as a true and accurate record of the meeting held on 23rd May 2023 upon the below additions.

The addition to 225/23 of "Cmte noted this has been spent in full."

The addition to 227/23 of a statement detailing Councillors would act as marshals at the Opendoor Cinema event.

RESOLVED: Committee resolved to approve the minutes as a true and accurate record for the meeting held on 23 May 2023 upon the additions to 225/23 and 227/23.

Signed :.....

Date:

EV237/23 To discuss and approve spend of £100 for Treasure Hunt prizes and cost of A3 posters to advertise event.

Cllr Rennison proposed, seconded by Cllr Trotter and agreed unanimously to approve a budget of £100.00 to purchase chocolate coins for prizes and the cost of 23.45 ex VAT for the cost for printing A4 posters.

RESOLVED: Committee resolved to approve a budget of £100.00 to purchase chocolate coins for prizes and approve the cost of 23.45 ex VAT for printing A4 posters.

EV238/23 To discuss and approve the film choice for Outdoor Cinema event.

Events Coordinators gave verbal update on public vote through online polls, advising the film choice winner on all providers was Top Gun: Maverick.

Cllr Parker proposed, seconded by Cllr Trotter and agreed unanimously to approve the film Top Gun: Maverick for the Outdoor Cinema event.

RESOLVED: Committee resolved to approve the film Top Gun: Maverick for the Outdoor Cinema event.

EV239/23 To discuss and approve Outdoor Cinema ticket-retail platform and cost of tickets.

Events Coordinator provided information on three options for Ticket providers and how each would or could operate. Cllr Parker proposed, seconded by Cllr Trotter and agreed unanimously to approve the cost of 8.00 per ticket for 18+ and the cost of £25.00 for a family of four, consisting of two adults, 18+ and two children, ages 12-18. Events Coordinator was instructed to investigate an age-appropriate disclaimer.

Cllr Bentham proposed, seconded by Cllr Rennison and agreed unanimously to approve a total budget of £300.00 for ticket insurance and Events Coordinator was instructed to investigate and proceed with this if within budget.

Cllr Blee proposed, seconded by Cllr Rennison and agreed unanimously to approve the use of Ticket Source as the ticket-retail platform for the event.

RESOLVED: Committee resolved to approve the cost of 8.00 per ticket for 18+ and the cost of £25.00 for a family of four, consisting of two adults, 18+ and two children, ages 12-18. Events Coordinator was instructed to investigate an age-appropriate disclaimer. Additionally, it was resolved to approve a total budget of £300.00 for ticket insurance and Events Coordinator was instructed to investigate and proceed with this if within budget. It was approved to use Ticket Source as the ticket-retail platform for the event.

EV240/23 To discuss and approve License Fee – 40% Ticket Sales.

Cllr Blee proposed, seconded by Cllr Bentham and agreed unanimously to approve the License Fee of 40% Ticket Sales.

RESOLVED: Committee resolved to approve the License Fee of 40% Ticket Sales.

Signed :.....

Date:

- EV241/23** **To discuss and approve Outdoor Cinema ticket release date.**
- Cllr Rennison proposed, seconded by Cllr Trotter and agreed unanimously to approve the ticket release date for the 24th of July 2023.
- RESOLVED: Committee resolved to approve the ticket release date for the 24th of July 2023.**
- EV242/23** **To approve the booking of Food Vendors for the Outdoor Cinema event for £50 per pitch.**
- Cllr Trotter proposed, seconded by Cllr Parker and agreed unanimously to approve the booking of food vendors for the Outdoor Cinema event at £50.00 per pitch.
- RESOLVED: Committee resolved to approve the booking of food vendors for the Outdoor Cinema event at £50.00 per pitch.**
- EV243/23** **To discuss possible involvement with Blackburn Leisure event – Saturday 5th August 2023.**
- Cllr Blee proposed, seconded by Cllr Rennison and agreed unanimously to support the event “ Street Food Sesh” via advertising on social media and in the next edition of the Petuaria Press.
- RESOLVED: Committee resolved to support the event via advertising on social media and in the next edition of the Petuaria Press.**
- EV244/23** **To note DIFEY Grant Approval and discuss next steps.**
- Committee noted approval of DIFEY Grant of £5000.00.
- RESOLVED: Committee noted approval of DIFEY Grant of £5000.00.**
- EV245/23** **To approve location and cost of Fairground attraction for Christmas Light’s Switch On event.**
- Cllr Bentham proposed, seconded by Cllr Trotter and agreed unanimously to approve the location of Half Moon carpark as well as a total budget of £2950.00 ex VAT for one large attraction or two small attractions. Events Coordinator was instructed to confirm with contractor whether rides would be free of charge for participants or not.
- RESOLVED: Committee resolved to approve the location of Half Moon carpark as well as a total budget of £2950.00 ex VAT for one large attraction or two small attractions. Events Coordinator was instructed to confirm with contractor whether rides would be free of charge for participants or not.**
- EV246/23** **To approve costings for Musician’s/Bands for Christmas Light’s Switch On event.**

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Cllr Rennison proposed, seconded by Cllr Trotter and agreed unanimously to approve the costings of £400.00 for Venus for 1 x 45 minute set and £250.00 for Humberside Police Band for 2 x 40 minute set.

RESOLVED: Committee resolved to approve the costings of £400.00 for Venus for 1 x 45 minute set and £250.00 for Humberside Police Band for 2 x 40 minute set.

EV247/23 To approve costs for compere for Christmas Light's Switch On event.

Cllr Rennison proposed, seconded by Cllr Trotter and agreed unanimously to approve the cost of compere Darren Latham at £175.00 ex VAT.

RESOLVED: Committee resolved to approve the cost of compere Darren Latham at £175.00 ex VAT.

EV248/23 To approve PA provider for Christmas Light's Switch On event.

Cllr Blee proposed, seconded by Cllr Bentham and agreed unanimously to approve the PA provider Africa Studios for the Christmas Lights Switch On event at a total cost of £550.00 ex VAT.

RESOLVED: Committee resolved to approve the PA provider Africa Studios for the Christmas Lights Switch On event at a total cost of £550.00 ex VAT.

EV249/23 To approve 'Holt & Sons' Haulage for use as stage for Christmas Light's Switch On event.

Cllr Rennison proposed, seconded by Cllr Parker and agreed unanimously to approve the 'Holt & Sons' Haulage for use as stage at no cost.

RESOLVED: Committee resolved to approve the 'Holt & Sons' Haulage for use as stage at no cost.

EV250/23 To approve costs for Street Performers for Christmas Light's Switch On event.

Cllr Rennison proposed, seconded by Cllr Parker and agreed unanimously to approve the cost of £300.00 ex VAT in principal and the Events Coordinator was instructed to further investigate details of types of possible street performers.

RESOLVED: Committee resolved to approve the cost of £300.00 ex VAT in principal and the Events Coordinator was instructed to further investigate details of types of possible street performers.

EV251/23 To approve booking Handmade/Craft stall for Christmas Light's Switch On event.

Cllr Bentham proposed, seconded by Cllr Rennison and agreed unanimously to approve the booking of Handmade/Craft stalls for the Christmas Light's Swich On at no charge.

RESOLVED: Committee resolved to approve the booking of Handmade/Craft stalls for the Christmas Light's Swich On at no charge.

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Date:

EV252/23 To approve application for a road closure on Sunday 26th November 3pm until 9pm.

Cllr Bentham proposed, seconded by Cllr Rennison and agreed unanimously to approve the road closure application cost of £160.00 ex VAT for Sunday, 26th November 2023 3pm until 9pm. The road closure application would be one way of the four-way junction, from Elloughton crossroads down Main Street.

RESOLVED: Committee resolved to approve the road closure application cost of £160.00 ex VAT for Sunday, 26th November 2023 3pm until 9pm. The road closure application would be one way of the four-way junction, from Elloughton crossroads down Main Street.

EV253/23 To approve for the Town Council to manage the Remembrance Parade following Rev. Mick Fryer’s retirement.

Cllr Bentham proposed, seconded by Cllr Rennison and agreed unanimously to approve a budget of £250.00 ex VAT for road closure application with ERYC for the Remembrance Parade. The road closure application would be one way of the four-way junction, from Brough crossroads down Skillings Lane. The Events Coordinator was instructed to liaise with Brough Methodist Church as well as St Marys Church on managing the Remembrance Parade.

RESOLVED: Committee resolved to approve a budget of £250.00 ex VAT for road closure application with ERYC for the Remembrance Parade. The road closure application would be one way of the four-way junction, from Brough crossroads down Skillings Lane. The Events Coordinator was instructed to liaise with Brough Methodist Church as well as St Marys Church on managing the Remembrance Parade.

EV254/23 To discuss and approve application for the D-Day 80 flyover application – 6th June 2024.

Events Coordinator provided a verbal update detailing she had submitted the ballot application to RAF Air Events Team.

Cllr Blee proposed, seconded by Cllr Bentham and agreed unanimously to approve the ballot application for the D-Day 80 flyover on 6th of June 2024 if successful.

RESOLVED: Committee resolved to approve the ballot application for the D-Day 80 flyover on 6th of June 2024 if successful.

EV255/23 To discuss and approve draft copy of edition 85 Petuaria Press for publication.

Cllr Bentham proposed, seconded by Cllr Rennison and agreed unanimously to approve the draft copy of edition 85 Petuaria Press for publication upon the Events Coordinator to circulating the draft copy via email to the events committee for feedback as soon as possible in advance of next week’s printing.

RESOLVED: Committee resolved to approve the draft copy of edition 85 Petuaria Press for publication upon the Events Coordinator to circulating the draft copy via

Signed :.....

Date:

email to the events committee for feedback as soon as possible in advance of next week's printing.

EV256/23 To discuss request from Cllr Bentham regarding the current website.

Cllr Bentham proposed, seconded by Cllr Parker and agreed unanimously to add the topic of a website revamp to the next meeting of the Full Council. The Events Coordinator was instructed to further investigate details and costs for alternative providers. It was resolved that the Councillors review the current website in detail to discuss areas of improvement and alteration for the upcoming Full Council.

RESOLVED: Committee resolved to add the topic of a website revamp to the next meeting of the Full Council. The Events Coordinator was instructed to further investigate details and costs for alternative providers. It was resolved that the Councillors review the current website in detail to discuss areas of improvement and alteration for the upcoming Full Council.

EV257/23 To note the next Events Meeting is to be held at 6.00pm on Tuesday 12th September 2023, to be held in the Town Council Offices, The Old Library, Elloughton Road, Brough, HU15 1AE.

Committee noted the date, time and location of the next events meeting.

RESOLVED: Committee resolved to confirm the next Events Meeting will be held on Tuesday 12th September 2023 at at 6.00pm on Tuesday 12th September 2023, to be held in the Town Council Offices, The Old Library, Elloughton Road, Brough, HU15 1AE.

Signed :.....

Date: