

Elloughton-cum-Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the Events Meeting held on **Tuesday 12th September 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: Philippa Beverley (Town Clerk)

Also in attendance: Phillipa Scullion (Events Coordinator)

Members of Public: One member of the public attended.

PUBLIC FORUM: Representative from Brough Methodist Church attended to discuss Remembrance Service.

MINUTES

EV258/23 **To accept apologies.**
No apologies received.

RESOLVED: No apologies received.

EV259/23 **To accept Declarations of Interest relating to items on the agenda.**
No declarations of interest received.

RESOLVED: No declarations of interest received.

EV260/23 **To confirm as a correct record the Minutes of an Events and Publicity Committee Meeting held on 11th July 2023.**
Cllr Rennison proposed, seconded by Cllr Trotter and agreed unanimously, that the minutes be accepted as a true and accurate record of the Events meeting held on 11th July 2023.

RESOLVED: Committee resolved to approve the minutes as a true and accurate record for the Events meeting held on 11th July 2023.

EV261/23 **To give a verbal feedback on the Treasure Hunt 2023 and approve additional over spend of £9.38 on chocolate coins.**
Committee received verbal update on the success of the Treasure Hunt. Very well received over the four days with over 100 families taking part.

Committee suggested that events like this be considered in the future.

Signed :.....

Date:

Cllr Trotter proposed, seconded by Cllr Harrison and agreed unanimously to approve the additional £9.38 for additional chocolate coins for Treasure Hunt prizes.

RESOLVED: Committee resolved to note the update and approve the additional £9.38 for extra chocolate coin prizes.

EV262/23 To approve printing cost of the last Petuaria Press at cost of £40.74 exc. VAT.
Cllr Rennison proposed, seconded by Cllr Blee and agreed unanimously to approve the printing cost of £40.74 for the last edition of the Petuaria Press.

RESOLVED: Committee resolved to approve £40.74 for the printing of the last edition of the Petuaria Press.

EV263/23 To note date and location of the Elloughton-cum-Brough Business Forum and Key Objectives.

Committee advised that the first Business Forum held by the Town Council will be hosted at the Half Moon, Elloughton on Monday 18th September 2023 at 6pm. So far five business have signed up to attend.

The Committee discussed the attendance of Councillors and agreed Cllr Rennison would attend the event.

Cllr Bentham advised that she had seen a social media post from the Town Council advertising the Forum, this had been shared by the host venue. It was suggested that even though this was a post with Elloughton-cum-Brough Town Council as the post creator that the artwork needed to have the Town Council Logo added.

RESOLVED: Committee resolved to note the date time and location of the first Town Council Business Forum and approved that Cllr Rennison as the Councillor Representative. Committee also resolved to add Council Logo to pictures on social media posts.

EV264/23 To receive verbal update on Outdoor Cinema event, including ticket sales and confirmed vendors.

Committee received verbal update on Outdoor Cinema. To date 59 single tickets sold and 44 family tickets making a total revenue of £708.50. Events Coordinator presented the cost and revenue spreadsheet to Councillors and advised that currently we need to double the current revenue on ticket sales to break even on the hire of the cinema.

Four food vendors are confirmed to attend the event.

The licence fee is confirmed as a total cost of £260 and will be arranged by the cinema provider.

RESOLVED: Committee resolved to note the verbal update on sales of tickets and confirmed vendors.

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Date:

EV265/23 To discuss possibility of producing an advertising ‘trailer’ at the Outdoor Cinema event and approve a charge of £25 per business feature.

Committee advised that there is an opportunity to promote local business in a trailer before the movie starts at a cost of £25 per business feature.

Committee discussed this proposal in detail.

Cllr Bentham proposed, seconded by Cllr Rennison and agreed unanimously that the Events Coordinator reach out to local businesses to promote this offer. In addition to the adverts the Town Council can use this space to “Welcome” people and highlight this is a Town Council hosted event at both the beginning and end of the trailer.

RESOLVED: Committee resolved to approve the sale of adverting space at £25 per advert on the trailer before the movie. Events Coordinator instructed to reach out and promote to local businesses. In addition the Town Council will use space at the start and end of the trailer to highlight this is a Town Council hosted event.

EV266/23 To approve the cost of 20 hay bales for £50 for the Outdoor Cinema event.

An in depth conversation took place regarding the possibility of hay bales been used as seats at the event.

Cllr Bentham proposed, seconded by Cllr Rennison and agreed unanimously to not hire hay bales for the event.

RESOLVED: Committee resolved to not hire hay bales for the Outdoor Cinema event.

EV267/23 To approve £100 for 4 Outdoor Cinema Promotional Banners.

Cllr Rennison proposed, seconded by Cllr Bentham and agreed unanimously to approve £100 for four Outdoor Cinema promotional banners.

RESOLVED: Committee resolved to approve the cost of £100 for four promotional banners for the Outdoor Cinema.

EV268/23 To approve Halloween Pumpkin Competition 2023.

Committee provided with an idea for a Halloween Competition, to hold a Pumpkin Carving competition. Participants will be invited to send photos of their carvings to the Town Council who will then add all photos online and on social media, where people can vote for their winners.

Cllr Rennison proposed, seconded by Cllr Trotter and agreed unanimously that there would be 1st prize - £25 Amazon voucher, 2nd prize - £15 Amazon voucher and 3rd prize - £10 Amazon voucher.

RESOLVED: Committee resolved to approve a Halloween Pumpkin Carving competition where entrants will take photos of their carvings and send to the Town Council. All entries will be displayed on both the Town Council website and on Town Council Social media, where people will be able to vote for their top three entries. First prize will win a £25 Amazon voucher, 2nd Prize a £15 Amazon voucher and third prize a £10 Amazon voucher.

EV269/23 To approve cost of the Snow Machine for the Christmas Lights Switch On, at a cost of £450 exc. VAT.

Cllr Bentham proposed, seconded by Cllr Blee and agreed unanimously to approve £450 exc. VAT for hire of Snow Machine for Christmas Lights Switch On.

RESOLVED: Committee resolved to approve £450 exc. VAT for the hire of a Snow Machine for the Christmas Lights Switch On.

EV270/23 To approve purchase of 4 banners at a cost of £100 and posters at a cost of £50 to promote Christmas Light Switch On.

Cllr Bentham proposed, seconded by Cllr Blee and agreed unanimously to approve the costs of £100 for four banners and £50 for posters to promote the Christmas Light Switch On. Decision on art work to be finalised and agreed by email to Committee members.

RESOLVED: Committee resolved to approve £100 for four banners and £50 for posters to promote the Christmas Lights Switch On. Decision of final art work to be agreed via email to Committee members.

EV271/23 To approve a budget for Christmas gifts at Christmas Lights Switch On at a cost of £400.

Cllr Blee proposed, seconded by Cllr Bentham and agreed unanimously that a budget of £400 be set aside to purchase Children’s Christmas books as Christmas gifts for the Christmas Light Switch On.

RESOLVED: Committee resolved to approve £400 to purchase Children’s Christmas Books as Christmas gifts for the Christmas Light Switch On.

EV272/23 To approve cost of road closure for Christmas Light Switch on at a cost of £290.

Cllr Bentham proposed, seconded by Cllr Rennison and agreed unanimously that the cost of road closure at Main Street, Elloughton be approved at a cost of £290.

RESOLVED: Committee resolved to approve £290 for the road closure at Main Street, Elloughton for the Christmas Light Switch On.

EV273/23 To note Road Closure approved for Christmas Light switch on and approve notification letter to be delivered to local residents.

Cllr Bentham proposed, seconded by Cllr Trotter and agreed unanimously that the draft letter presented to Councillors at the meeting be approved for delivery to residents living in the vicinity of the approved road closure for the Christmas Lights Switch On. This letter is to notify them of the approved road closure.

RESOLVED: Committee resolved to approve the draft letter presented to Councillors at the meeting for delivery to residents living in the vicinity of the approved road closure, Main Street, Elloughton for the Christmas Lights Switch On.

Signed :.....

Date:

EV274/23 To approve a fall back budget for £1000 to cover Christmas Light Switch On requirements.

Cllr Rennison proposed, seconded by Cllr Trotter and agreed unanimously to approve a fall back budget of £1000 for the Christmas Lights Switch On. This will cover last minute decorations and any unforeseen requirements to ensure the event operates safely. It is hoped this amount will not be required but allows any issues to be remedied.

RESOLVED: Committee resolved to approve the £1000 fall back budget for the Christmas Lights Switch On, to cover any last minute decorations of requirements at the event to ensure its safe and successful delivery.

EV275/23 To approve costs Road Closure signage (to be presented at meeting).

Committee were presented with the requirements of signage to close the road, including "road ahead closed" and "diversion" signs.

Cllr Blee proposed, seconded by Cllr Rennison and agreed unanimously to approve £400 to purchase required Road Closure signage.

RESOLVED: Committee resolved to approve £400 for the purchase of road closure signage for the Christmas Light Switch On.

EV276/23 To discuss involvement with the Church regarding Remembrance Parade and subsequent Road Closure.

Cllr Parker gave an update as to the Remembrance Day service and the Reverent that is available to hold the service. Cllr Parker provided details of previous services. Events Coordinator, gave additional information from speaking directly to the Church Warden and advised it is viewed that this will be organised by the Town Council. This historically has been organised by the Church.

Cllr Blee proposed, seconded by Cllr Bentham and agreed unanimously that the Town Council staff will make contact with the Rev. Haynes to discuss and begin to make plans for the Town Council to manage this service on this occasion.

RESOLVED: Committee resolved to approve the Town Council staff to contact Rev. Haynes to discuss the service on Remembrance Sunday and understand the plans to date from the Church so arrangements can be made.

EV277/23 To approve cost of Cherry-pickers for the Remembrance Poppies and Christmas Star installation.

Cllr Rennison advised he knows someone with a cherry picker who may be able to assist, however he would have to enquire.

Cllr Rennison proposed, seconded by Cllr Bentham and agreed unanimously that a cost of £780 ex. VAT be approved for the hire of a cherry picker on three occasions for the Poppies and Christmas Stars to be installed and removed on the churches, however Cllr Rennison would enquire if he had access to one before the budget is spent.

RESOLVED: Committee resolved to approve a budget of £780 ex. VAT for the hire of a cherry picker on three occasions to install and remove Poppies and Stars on the

Churches, should Cllr Rennison not be able to secure one free of charge or reduced cost.

EV278/23 To note the next Events Meeting is to be held at 6.00pm on Tuesday 14th November 2023, to be held in the Town Council Offices, The Old Library, 44 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 14th November 2023 at 6.00pm, to be held at the Town Council Offices, The Old Library, 44 Elloughton Road, Brough, HU15 1AE.

Signed :.....

Date: