

**Elloughton-cum-Brough Town Council**

**60 Welton Road, Brough, HU15 1BH**

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Minutes of the Events Meeting held on **Tuesday 12<sup>th</sup> March 2024** held at the Town Council Office, The Old Library, Elloughton Road, Brough, HU15 1AE.

**Members Present:** Cllr Blee, Cllr Rennison (Ex-officio) and Cllr Parker.

**Meeting Clerk:** Philippa Beverley (Town Clerk)

**Also in attendance:** Phillipa Scullion (Events Coordinator)

**PUBLIC FORUM:** No members of public in attendance.

**MINUTES**

**EV241/23 To accept apologies.**  
Apologies received from Cllr Harrison.

**RESOLVED: Committee resolved to accept apologies from Cllr Harrison.**

**EV242/23 To accept Declarations of Interest relating to items on the agenda.**  
No declarations of interest declared.

**RESOLVED: No declarations of interest declared.**

**EV243/23 To confirm as a correct record the Minutes of an Events and Publicity Committee Meeting held on 9<sup>th</sup> January 2024.**  
Cllr Rennison proposed, seconded by Cllr Parker and agreed unanimously, that the minutes be accepted as a true and accurate record of the Events Meeting held on 9<sup>th</sup> January 2024.

**RESOLVED: Committee resolved to approve the minutes as a true and accurate record for the Events meeting held on 9<sup>th</sup> January 2024.**

**EV244/23 To confirm as a correct record the Minutes of an Extra-Ordinary Events and Publicity Committee Meeting held on 29<sup>th</sup> January 2024.**  
Cllr Blee proposed, seconded by Cllr Rennison and agreed unanimously, that the minutes be accepted as a true and accurate record of the Extra-Ordinary Events Meeting held on 29<sup>th</sup> January 2024.

**RESOLVED: Committee resolved to approve the minutes as a true and accurate record for the Extra-Ordinary Events Meeting held on 29<sup>th</sup> January 2024.**

Signed :.....

Date: .....

**EV245/23** **To receive a verbal update on the “Four Weeks of Free Fun” Activity Programme.**  
Events Coordinator advised that all activities were well attended and positive feedback has been received. Feedback has shown the more unusual activities i.e. Archery and Fencing would be welcomed going forward. Feedback also confirms that over 83% of people who attended events would pay for them going forward.

Overall the spend to host these events was £4734.80 and this information has been submitted to the East Riding of Yorkshire Council DIFEY grant for the final amount to be paid imminently.

**RESOLVED: Committee resolved to note the update on the “Four weeks of Free Fun” Activity programme.**

**EV246/23** **To receive a verbal update on the Outdoor Cinema and approve any associated costs.**

Events Coordinator provided updates on the event taking place on 27<sup>th</sup> April 2024, arrival time is expected for 7.30pm and movie to start at 8.30pm. The survey currently is showing that “Wonka” is likely to be the film of choice by the public. Tickets will go on sale tomorrow after the survey closes.

Cllr Rennison proposed, seconded by Cllr Blee and agreed unanimously to approve the printing of 25 posters at £30 and a TENS license at £21. Further agreed that any additional updates regarding this event can be sent via email as there is no Events Meeting scheduled until May 2024.

**RESOLVED: Committee resolved to note the update. Committee further resolved to approve the cost of £30 for 25 posters to promote the event and a TENS license at £21. Committee further resolved to send further update on the event via email as no scheduled Events Meeting until May 2024.**

**EV247/23** **To receive a verbal update on the Petuaria Press and approve printing costs.**

Events Coordinator put the next addition of the Petuaria Press on the screen for Councillors to see topics and layout. Cllr Rennison asked to write a Chairs note and send to Events Coordinator to add.

Cllr Blee proposed, seconded by Cllr Rennison and agreed unanimously that Cllr Rennison would send his Chairs speech to the Events Coordinator who would then email the final draft version of the Petuaria Press to the Events Committee for approval to publish. Committee further resolved to approve the printing cost of £41.57 for 50 copies.

**RESOLVED: Committee resolved to approve the final draft version of the Petuaria Press to be emailed to the Events Committee for final approval for printing with additional approval to print 50 copies at a cost of £41.57.**

**EV248/23** **To discuss and approve final costs and plans for the Easter Egg Hunt.**

Events Coordinator advised that the purchase of Easter Eggs is an additional £137 on top of the £325 in sponsorship received. Currently all is hand with the event.

Cllr Rennison proposed, seconded by Cllr Parker and agreed unanimously to agree the additional £137 in spend on top of £325 sponsorship received to purchase Easter Eggs.

Signed :.....

Date: .....

**RESOLVED: Committee resolved to approve the additional spend of £137 on top of £325 sponsorship received to purchase Easter Eggs for the event.**

**EV249/23 To discuss and approve the purchase of D-Day “Flag of Peace”.**

Proposed by Cllr Rennison, seconded by Cllr Blee and agreed unanimously to purchase a D-Day Flag at a cost of £24, which will be raised by the Town Council on D-Day, 6<sup>th</sup> June 2024 at 9am, with photographs on social media.

**RESOLVED: Committee resolved to approve the purchase of a D-Day flag at a cost of £24 which will be raised by the Town Council at 9am on D-Day, 6<sup>th</sup> June 2024.**

**EV250/23 To discuss and approve a budget for refreshments at the D-Day Afternoon Tea Dance and any additional costs.**

Events Coordinator provided an update that a £500 grant has been awarded by BAE systems towards the D-Day Tea Dance. In depth discussion took place regarding food and drink cost for the event and how the tables and room would be decorated.

Cllr Blee offered to donate scones for the event and some jam and cream. Cllr Rennison offered to donate strawberries and cream, salad, cucumber and tomatoes. Additionally he would assist with the purchase of ham, egg, mayonnaise, cheese and bread. Cllr Harrison and Cllr Parker will put together the sandwiches for the event.

Cllr Rennison proposed, seconded by Cllr Blee and agreed unanimously to approve £120 for hire of the Village Hall, £50 for decorating the hall (including table cloth covers) and £130 for promotional banners and posters. Committee further resolved to approve £300 for the cost of food and refreshments, noting a disclaimer will be added on tickets for allergies.

**RESOLVED: Committee resolved to approve £120 for hire of village hall, £50 for decorations including table cloths and £130 for promotional banners and posters. Committee further resolved to approve a budget of £300 for food and refreshments noting a disclaimer will be added to the tickets regarding food allergies.**

**EV251/23 To discuss and approve format for D-Day Beacon Lighting Ceremony and approve next steps.**

Committee noted the Beacon will be lit on High Road, Elloughton at 9.15pm on Thursday 6<sup>th</sup> June 2024 in conjunction with Welton Parish Council. It is expected that this will take a similar format to the Queens Jubilee event. Air Cadets, Scouts and possibly Army Cadets will lead a procession up the hill to the lighting where the Chair will say a few words before lighting the beacon.

**RESOLVED: Committee resolved that the Beacon will be lit on Thursday 6<sup>th</sup> June 2024 at 9.15pm on High Road, Elloughton, in conjunction with Welton Parish Council. The format will follow that of the Queens Jubilee with the Air Cadets, Scouts and possibly Army Cadets will lead the procession up the hill where the Chair of the Council will say a few words before lighting the beacon.**

**EV252/23**      **To receive update on Great British Clean up.**  
Town Council will participate with Great British Clean up on Monday 18<sup>th</sup> March 2024, leaving the Town Council office at 10am.

**RESOLVED: Town Council will participate with Great British Clean up on Monday 18<sup>th</sup> March 2024 leaving the Town Council office at 10am.**

**EV253/23**      **To note the next Events Meeting is to be held at 5.45pm on Tuesday 14<sup>th</sup> May 2024, 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 14<sup>th</sup> May 2023 at 5.45pm, to be held at the Town Council Offices, The Old Library, 44 Elloughton Road, Brough, HU15 1AE.**

Signed :.....

Date: .....