

Elloughton-cum-Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the Events Meeting held on **Tuesday 14th November 2023** held at the Town Council Office, The Old Library, Elloughton Road, Brough, HU15 1AE.

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

Meeting Clerk: Philippa Beverley (Town Clerk)

Also in attendance: Phillipa Scullion (Events Coordinator)

PUBLIC FORUM: No members of public in attendance.

MINUTES

EV279/23 To accept apologies.
Apologies received and accepted from Cllr Parker.

RESOLVED: Apologies received and accepted by Cllr Parker.

EV280/23 To accept Declarations of Interest relating to items on the agenda.
Cllr Bentham declared an interest in Item 8.

RESOLVED: Cllr Bentham declared an interest in agenda item 8.

EV281/23 To confirm as a correct record the Minutes of an Events and Publicity Committee Meeting held on 12th September 2023.
Cllr Harrison proposed, seconded by Cllr Rennison and agreed unanimously, that the minutes be accepted as a true and accurate record of the Events meeting held on 12th September 2023.

RESOLVED: Committee resolved to approve the minutes as a true and accurate record for the Events meeting held on 12th September 2023.

EV282/23 To receive verbal feedback on Remembrance Day Service.
Events coordinator advised road closure a success and kept people safe during service, however a lot of work for one member of staff to implement. In the future, the Church needs to have clearly defined roles and responsibilities and Blackburn Leisure need to ensure all people leaving their grounds turn left during service.

RESOLVED: Committee resolved to receive and accept verbal feedback.

EV283/23 To receive verbal feedback on the Halloween Pumpkin Competition 2023.
Events Coordinator advised that 10 entries into the competition and winners picked by public.

Signed :.....

Date:

RESOLVED: Committee resolved to receive and accept the feedback.

EV284/23 To receive update on the Christmas Card Competition and authorise entries to be judged via email to Committee members.

Events coordinator advised that the competition closes 19th November 2023 and to date approx. 10 entries received.

A discussion took place to discuss how more entries can be gathered and various options considered by Councillors. Clerks noted that all these methods have been undertaken and that historically entries often come in numbers close to closing date.

Proposed by Cllr Rennison, seconded by Cllr Harrison and agreed unanimously to send final cards for approval of the winner via email.

RESOLVED: Committee resolved to approve final cohort of cards to Committee members via email to choose and approve the winner to switch on the Christmas lights.

EV285/23 To approve draft copy of Petuaria Press and approve printing cost of £50 exc. VAT.

Committee discussed the current draft and suggested some alterations.

Proposed by Cllr Bentham, seconded by Cllr Blee and agreed unanimously to approve the final draft of Petuaria Press via email after alterations made. Also proposed to approve a cost of £50 exc. VAT.

RESOLVED: Committee resolved to approve the final draft of the Petuaria Press via email to Committee. Also approved a £50 budget for printing of the Petuaria Press.

EV286/23 To approve the Handmade/Craft vendors for the Christmas Lights Switch on Event 2023.

Committee approved the list of vendors presented by the Events Coordinator.

RESOLVED: Committee resolved to approve list of Handmade/Craft vendors presented to Committee.

EV287/23 To discuss final details of the Christmas Light's Switch On 2023.

Committee received a final update from the Events Coordinator including roles and responsibilities and schedule of the event. All aspects are in hand and no problems or concerns.

RESOLVED: Committee resolved to receive final update on Christmas Light Switch On including roles and responsibilities and schedule.

EV288/23 To discuss Events Committee calendar and budget for 2024 - 2025.

A robust discussion took place regarding the possible events for 2024 – 2025.

Christmas Switch On and Easter Egg Hunt will remain. Discussion around a programme of summer events and possible funding and locations.

Cllr Harrison left the meeting.

Signed :.....

Date:

Proposed by Cllr Bentham, seconded by Rennison, and agreed unanimously to arrange an Extra-ordinary meeting on Thursday 7th December 2023 at 1pm to discuss further calendar events.

RESOLVED: Committee resolved to approve an extra-ordinary Events Meeting on Thursday 7th December 2023 at 1pm to discuss future events of 2024 – 25.

EV289/23 To note the next Events Meeting is to be held at 5.45pm on Tuesday 9th January 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 9th January 2023 at 5.45pm, to be held at the Town Council Offices, The Old Library, 44 Elloughton Road, Brough, HU15 1AE.

Signed :.....

Date: