

**Elloughton-cum-Brough Town Council**  
**60 Welton Road, Brough, HU15 1BH**  
**Write to: PO Box 124, Brough, HU15 1YH**  
**Telephone: 01482 665600**  
**Website: elloughtonbrough-tc.gov.uk**



Minutes of the Events Meeting held on **Monday 26<sup>th</sup> September 2022** held in the Meeting Room, Elloughton-cum-Brough Town Council Office, 60 Welton Road, Brough.

**Members Present:** Cllr Trotter, Cllr Bentley, Cllr Loizides, Cllr Luckraft, Cllr Rowe and Cllr Muzaffar

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

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

**Members of Public:** No members of public present

## MINUTES

**EV157/22 To accept apologies.**  
No apologies received.

**RESOLVED: Committee received no apologies.**

**EV158/22 To accept Declarations of Interest relating to items on the agenda.**  
No declarations of interest received.

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

**EV159/22 To confirm as a correct record the Minutes of an Events and Publicity meeting the Committee held on 12<sup>th</sup> July 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 12<sup>th</sup> July 2022.

**RESOLVED: Committee resolved to approve the minutes as a true and accurate record for the meeting held on Tuesday 12<sup>th</sup> July 2022.**

**EV160/22 To receive verbal update on Fairy Trail and Pixie Picnic.**

Committee received a verbal update from the Events Coordinator who advised that the event had been a success with lots of engagement before and after on social media and extremely well attended on the day.

**RESOLVED: Committee received a detailed update.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*[Handwritten Signature]*  
*[Handwritten Date: 8/11/22]*

**EV161/22 To receive verbal update on Sunflower Competition.**

Events Coordinator gave an update on competition and its success. The winner received a small gardening set.

**RESOLVED: Committee received an update on the success of the Sunflower Competition.**

**EV162/22 To receive verbal update on Halloween Event proposals.**

Events Coordinator gave a verbal update on proposal to hold the third annual Scared-Crow weekend, to be hosted from the 29 October 2022 – 1 November 2022. All advertising is complete and ready to be advertised, as is the application form.

Proposed by Cllr Bentley, seconded by Cllr M Loizides and agreed unanimously for the event to go ahead and authorised a budget of £60 for three winners' prizes.

**RESOLVED: The committee resolved to hold the third annual Scared-Crow Weekend and instructed staff to begin advertising the event. Committee also resolved to approve a budget of £60 for three winners' prizes.**

**EV163/22 To discuss and approve any plans in relation to Remembrance Day and approve the purchase of Remembrance Wreath and additional poppies.**

Update received on Remembrance Day events.

Proposed by Cllr M Loizides, seconded by Cllr Trotter and agreed unanimously to purchase an additional 90 lamppost poppies to be distributed on Brough South at a cost of £270.

Proposed by Cllr M Loizides, seconded by Cllr Bentley and agreed unanimously to agree a budget of £60 for the Remembrance Day wreath.

Cllr Rowe proposed, seconded by Cllr M Loizides and agreed unanimously to authorise a budget up to £400 for installation and removal of poppies on churches and soldier at War Memorial.

**RESOLVED: The committee resolved to approve £270 for 90 additional lamppost poppies and £60 for Remembrance Day wreath. Additionally, they approved a budget of £400 for installation and removal of poppies on churches and soldier at War Memorial.**

**EV164/22 To receive verbal update on Christmas Lights Switch On, including energy cost implications.**

Committee received a verbal update, including confirmed road closure and free hire of a lorry to be used as the stage.

Signature: 

Date: 8/11/22

**RESOLVED: Committee received a verbal update including confirmation of road closure and free hire of a lorry from Holts Haulage to use as a stage.**

**EV165/22 Approve any actions required in relation to the Christmas Light Switch On.**

Committee received details on Christmas Card Competition. Proposed by Cllr M Loizides, seconded by Cllr Trotter and agreed unanimously that the Christmas card competition be promoted from tomorrow for participants 18 years and under. The prize for the winner will be to turn on the Christmas Lights at the Switch On and have their card printed as the official Town Council Christmas card.

Quotes were presented for the PA and lighting. Proposed by Cllr M Loizides, seconded by Cllr Rowe and agreed unanimously to accept the quote from the Gin Slingers, who can provide PA and lighting for £500.

Proposed by Cllr Trotter, seconded by Cllr Luckraft and agreed unanimously to approve the Town Clerk and Deputy Clerk to undertake one day first aid training at a cost of £65 + VAT (per person), to ensure events are covered.

Proposed by Cllr Trotter, seconded by Cllr M Loizides and agreed unanimously to approach Aldi to enquire if they would be interested in providing sweets for Santa's Grotto. A budget of £200 for sweets for Santa's Grotto gifts was approved if Aldi are not able to assist.

**RESOLVED: Committee resolved to approve the Christmas card competition to be promoted immediately to applicants under 18 years old, with the winner turning the Christmas Lights on.**

**Committee resolved to approve the PA and Lighting systems to be hired from Gin Slingers Band at a cost of £500.**

**Committee resolved to approve a one day first aid course for the Town Clerk and Deputy Clerk at a cost of £65 + VAT per person, to ensure first aid cover at all events.**

**Committee resolved to approach Aldi to enquire if they would like to consider providing sweets to be given out at Santa's Grotto. The Committee also approved a budget of £200 if Aldi are unable to assist.**

**EV166/22 To receive verbal update on Christmas Ice Rink sponsorship and approve next steps.**

Committee received a verbal update on the Ice Rink to be positioned at the Ferry Inn. Committee were advised that £1850 has been raised in sponsorship and that a grant has been submitted to "Do it for Yorkshire" for an amount of £5000. Based on the amount already raised in addition to ticket sales it was proposed by Cllr M Loizides, seconded by Cllr Bentley and agreed unanimously to confirm the Ice Rink for the weekend of the 26<sup>th</sup> and 27<sup>th</sup> November 2022 at a cost of £5280 Inc. VAT.

Signature: 

Date: 8/11/22

**RESOLVED: Committee resolved to approve confirming the Ice Rink to be located at the Ferry Inn on the weekend of 26<sup>th</sup>/27<sup>th</sup> November 2022 at a cost of £5280 Inc. VAT on the basis that £1850 sponsorship money is confirmed.**

**EV167/22 To receive quotes and approve purchase of Santa's grotto and post box.**

Event Coordinator gave details on proposal to create a post box for the Switch on for children to post their Santa letters and a Santa's Grotto sign. Proposed by Cllr M Loizides, seconded by Cllr Bentley and agreed unanimously to approve a budget of £30 for the post box and Santa's Grotto sign.

Proposed by Cllr M Loizides, seconded by Cllr Bentley and agreed unanimously to approve a budget of £350 to purchase a shed to be used as Santa's Grotto at the Switch on Event, plus an additional £100 budget for additional grotto decoration.

**RESOLVED: Committee resolved to approve a budget of £30 for the Events Coordinator to paint a post box for children to post their Santa letters and a Santa's Grotto sign. Committee also approved a budget of £350 to purchase a shed to use as Santa's Grotto and a £100 budget for any additional Grotto decoration.**

**EV168/22 To discuss Town Council Publicity and PR and approve verbal proposal for "Spotlight" features.**

Committee discussed the proposal to create social media posts, spotlighting each Councillor and the reasons for them standing as Councillor and their aims and objectives as Councillors. This will be alongside detailing the work the Council do for the Community.

Proposed by Cllr M Loizides, seconded by Cllr Bentley and agreed unanimously to proceed with the "Spotlight of Councillors" to be published on Social Media.

**RESOLVED: Committee resolved to proceed with the "Spotlight", meet your Councillors to be published on social media.**

**EV169/22 To view and approve the updated design of the Petuaria Press.**

Committee presented with a new format for the Petuaria Press. This edition is created to mark the passing of Her Majesty the Queen.

Committee were impressed with the new format and it was proposed by Cllr Bentley, seconded by Cllr M Loizides and agreed unanimously to publish this edition of the Petuaria Press and keep the new format. Cllr Bentley proposed, seconded by Cllr Rowe to approve a budget of £150 to print copies for key locations in the Town.

**RESOLVED: Committee resolved to approve the new format and to publish this edition in memory of Her Majesty the Queen. Committee also resolved to approve £150 to print copies for key locations in the Town.**

Signature: KTW

Date: 8/11/22

**EV170/22 To discuss and approve a Chairman's Charity.**

Committee discussed possible options and Cllr M Loizides, seconded by Cllr Rowe and agreed unanimously to approve Brough Youth Club as the Chairman's Charity. The groups is currently waiting to receive final approval as a registered Charity, so it was agreed any funds accumulated for the Charity would be held until the end of the financial year, when the Charity should have received its registered Charity status.

**RESOLVED: Committee resolved to approve the Brough Youth Club as the Chairman's Charity for 2022-23. It was resolved that the Town Council would hold any funds raised for the Charity until the end of the year, when the group should have received Registered Charity Status.**

**EV171/22 To note the next Events Meeting is to be held at 6.00pm on Tuesday 6<sup>th</sup> November 2022, to be held in the Meeting Room, Petuarria 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 8<sup>th</sup> November 2022 at 6pm.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*KTB*

*8/11/22*