

Elloughton cum Brough Town Council
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Minutes of the Events Meeting held on **Tuesday 8th March 2022** held in the Meeting Room, Petuaria Community Centre, Welton Road, Brough.

Members Present: Cllr Trotter, Cllr Bentley, Cllr Luckraft, Cllr Muzaffar

Meeting Clerk: Philippa Beverley (Town Clerk)

Also in attendance: Alice Greenwood (Admin Assistant), Phillipa Scullion (Events Co-ordinator)

Members of Public: No members of public present

MINUTES

EV111/20 To accept apologies.
Apologies received from Cllr Rowe and Cllr Loizides.

RESOLVED: Committee resolved to accept apologies.

EV112/20 To accept Declarations of Interest relating to items on the agenda.
No declarations of interest received.

RESOLVED: No declarations of interest received.

EV113/20 To confirm as a correct record the Minutes of an Events and Publicity meeting the Committee held on 11th January 2022.

Cllr Luckraft proposed, seconded by Cllr Trotter, that the minutes be accepted as a true and accurate record of the meeting held on Tuesday 11th January 2022.

RESOLVED: Committee resolved to approve the minutes as a true and accurate record for the meeting held on Tuesday 11th January 2022.

EV114/20 To receive a verbal update and discuss and approve a Mother's Day Colouring competition.
Cllr Luckraft proposed, seconded by Cllr Trotter, that the Mother's Day colouring competition be approved and divided into KS1 and KS2 entries, with a budget of £50 for the winners in both cohorts. Prizes will be either bouquet of flowers or box of chocolates for the winners to give their Mums. Entrants will be able to enter by downloading and printing at home, then send a photo of your entry to the Events email.

RESOLVED: Committee resolved to approve the Mother's Day colouring competition, with entries divided into KS1 and KS2, with a budget of £50

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to award the winners prizes of either a bouquet of flowers or box of chocolates.

EV115/20 To receive a verbal update and approve date, volunteers and use of Council equipment for the Great British clean up.

Councillors discussed taking part in the Great British Clean Up and the Events Co-ordinator advised that local groups including Brownies, Guides and Scouts have been contacted and are on board. The date proposed is Sunday 3rd April 2022.

Cllr Luckraft proposed, seconded by Cllr Trotter to proceed with the Great British Clean Up on Sunday 3rd April 2022, but to contact the Litter Picking Group to coordinate too.

RESOLVED: Committee resolved to proceed with the Great British Clean Up on Sunday 3rd April 2022.

EV116/20 To receive a verbal update on Easter Egg Hunt and approve any next steps.

Events Co-ordinator gave update on Easter Egg Hunt, advising that 400 Easter Eggs were purchased and 100 remain to be purchased, the total will be a maximum of £430. Poem is created and clue sheet is ready. Wooden eggs are ready to be painted. Village Hall is booked.

Committee discussed purchasing an Instagram Frame and flower backdrop at a cost of £150 and four advertising banners at a cost of £100.

Proposed by Cllr Trotter, seconded by Cllr Muzaffar and agreed unanimously to approve a budget of £250 to purchase an Instagram frame and flower backdrop (that will be able to be repurposed for future events) and four large advertising banners. The Committee also agreed a budget of £450 for Easter Eggs.

RESOLVED: The committee resolved agree a budget of £250 to purchase a reusable Instagram Frame and flower backdrop. They also resolved to agree a budget of £450 for 500 Easter eggs.

EV117/20 To receive a verbal update on the Queen's Platinum Jubilee and approve any next steps.

Events co-ordinator advised that the Beacon Lighting is going to plan. The Beacon is ordered as agreed in previous meeting, the Piper is confirmed and has the music, a cornet player is also confirmed who may have contacts with a choir. The road closure is in hand with East Riding of Yorkshire. The cost of the gas cylinders for the Beacon are £85.

Other items linked to Jubilee are that the Town Council is promoting street parties within the Community and is actively offering advice on how to close your street and useful hints and tips. A robust conversation took place regarding further possibilities for the Town Council to hold a larger picnic perhaps on the Burrs. It was agreed that at the end of March, Town Council

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staff would assess how many people may be holding a street party and if an extra event may be required.

The Town Clerk advised the Town Council has been awarded a £500 grant from East Riding of Yorkshire Rural Services which will be paid in April 2022. The Committee discussed the spending of this grant in accordance with the application, therefore this would be used to purchase bunting and flags.

Cllr Bentley proposed, seconded by Cllr Trotter and agreed unanimously to purchase the gas cylinders for the Beacon at a cost of £85. It

Cllr Bentley proposed, seconded by Cllr Trotter and agreed unanimously to purchase flags and bunting to an amount of £500 as per the grant awarded for £500 from East Riding of Yorkshire Rural Services.

Cllr Bentley proposed, seconded by Cllr Trotter and agreed unanimously to access the enthusiasm and uptake of street parties for the jubilee at the end of March and in the meantime make background preparations for an event such as a Jubilee picnic.

RESOLVED: The committee resolved to purchase gas cylinders for the Beacon at a cost of £85.

The committee resolved to spend the £500 grant awarded from the East Riding of Yorkshire Rural Services in accordance with the grant application on bunting and flags to decorate central community areas.

The committee resolved to access the enthusiasm for street parties at the end of March in order to make a decision on any further events to be held by the Town Council and instructed the Events Co-ordinator to prepare some options in the background.

EV118/20

To discuss and approve future changes to Events Terms of Reference to allow the Chair of Events Committee to approve social media posts and actions for small scale events.

Committee discussed amending the Events Committee Terms of Reference to enable a collective email to the Events Committee, outside of meetings, to authorise social media posts for smaller events.

Cllr Bentley proposed, seconded by Cllr Trotter and agreed unanimously to amend the Events Committee Terms of Reference to allow a collective email to the Committee outside of meetings to authorise and approve social media posts for smaller events.

RESOLVED: Committee resolved to amend the Events Terms of Reference to enable a collective email to the Committee outside of meetings to approve social media posts for smaller events/celebrations.

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EV119/20 To discuss and approve options for Summer Event.

A robust conversation took place on options and ideas for summer events. Cllr Muzaffar proposed, seconded by Cllr Luckraft and agreed unanimously that they will hold any decisions on summer events until the next events meeting once they know if extra events will take place for the Jubilee event and what budget remains.

RESOLVED: Committee resolved to hold any decisions on summer events until the next Events meeting once they understand if extra events will take place for the Queens Jubilee and what budget will remain available for such events.

EV120/20 To discuss and approve Christmas Light Switch on ideas.

Committee discussed the event and options to enhance the event. An ice rink was discussed as a possible event for the weekend of the Switch On. It was discussed that the Ferry Inn could be an option as a location. The cost would be £4000 for the hire of the rink for two full days, including set up, dismantle, staff to man, hire of boots and insurance. Committee discussed this would need to pay for itself and perhaps would need a joint sponsor.

Cllr Trotter proposed, seconded by Cllr Luckraft and agreed unanimously to pursue an ice rink to be located in Brough for the weekend of the Christmas Lights Switch on and instructed the Events Co-ordinator to make contact with possible locations to discuss and also to look into sponsors for this event.

RESOLVED: Committee resolved to pursue an Ice rink for the weekend of the Christmas Light Switch On at a cost of £4000. Initial actions are to secure a location and try and secure sponsors for the event.

EV121/20 To discuss and approve a Stock Image account for promotional material.

Town Council staff advised now they were producing the Petuaria Press in house and producing advertising for events they need access to stock images, various options on possible solutions were discussed.

Cllr Bentley proposed, seconded by Cllr Muzaffar and agreed unanimously to agree a budget of £25 per year for a stock image account, allowing Town Council staff to make a decision on which provider to use.

RESOLVED: Committee resolved to approve a budget of £25 a year for a stock image account with the Town Council staff able to choose the best option from those discussed.

EV122/20 To discuss and approve the Petuaria Press website future and costs of printing Petuaria Press March 2022 edition.

Town Council staff advised that while the Petuaria Press is been produced in house, the previous editor is happy to continue to manage the Petuaria Press website for a cost of £200 a year. Options were discussed as possible alternatives.

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Two options for printing the Petuaria Press were put forward.

Cllr Bentley proposed, seconded by Cllr Trotter and agreed unanimously, that initially the previous editor continues to manage the Petuaria Press website while Town Council staff ensure the new format works as expected at a cost of £200 per year.

Cllr Bentley proposed, seconded by Cllr Trotter and agreed unanimously to use Marquetspace at a cost of £79 for 250 copies to print the Petuaria Press to be distributed in key locations around the Town.

RESOLVED: Committee resolved to approve a cost of £200 for the previous editor of Petuaria Press to continue to manage the website of Petuaria Press website.

Committee resolved to approve 250 copies of the Petuaria Press to be printed at a cost of £79 to be distributed in key locations around the Town.

EV123/20

To note the next Events Meeting is to be held at 6.00pm on Tuesday 10th May 2022, to be held in the Meeting Room, Petuaria Community Centre, Brough.

Committee noted the time, date and location of the next Events Meeting.

RESOLVED: Committee resolved to confirm the next Events Meeting will be held on Tuesday 10th May 2022 at 6pm.

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