

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the **Events Committee** meeting held on **10 July 2019** in the **Committee Room, Town Council offices, 60 Welton Road, Brough.**

Committee Members Present: Cllr Brogden, Cllr Credland and Cllr Rowe

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Minute	Item
EP1/1920	<p>Apologies The following apologies were received:</p> <ul style="list-style-type: none"> • Cllr Loizides – holiday • Cllr Muzaffar – holiday • Cllr Bentley – personal commitment <p>RESOLVED: Committee resolved to note the apologies and accept the reasons given for absence.</p>
	<u>Procedural items</u>
EP2/1920	<p>Election of Chairman and Vice-Chairman Cllr Credland proposed, seconded by Cllr Rowe, that Cllr Bentley be elected the Chairman of the Committee.</p> <p>RESOLVED: Committee unanimously voted in favour and Cllr Bentley was appoint the Chairman of the Committee.</p> <p>Cllr Credland proposed, seconded by Cllr Rowe, that Cllr Brogden be elected the Vice-Chairman of the Committee.</p> <p>RESOLVED: Committee unanimously voted in favour and Cllr Brogden was appoint the Vice-Chairman of the Committee.</p>
EP3/1920	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>

EP4/1920	<p>Minutes of the meeting held on 13 March 2019 Cllr Brogden proposed, seconded by Cllr Credland, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
	<u>Business items</u>
EP5/1920	<p>To consider matters relating to the Petuaria Press Cllr Brogden proposed, seconded by Rowe, that the 'mini Petuaria Press' for the end of July 2019 be cancelled and that the following be the broad timescale for future productions:</p> <ul style="list-style-type: none"> • Full version – mid/late September 2019 • Full Version – mid/late January 2020 • Full Version – late April/early May 2020 • Full Version – mid/late September 2020 <p>RESOLVED: Committee approved the proposal above and instructed the Town Clerk to inform the editor.</p> <p>Members requested that the office try to secure more adverts for future editions.</p> <p>The Town Clerk informed members that every effort would be made, but that it was unlikely that a sufficient number would be sold to cover the costs of delivery by Royal Mail.</p>
EP6/1920	<p>To consider reinstating The Town Guide Publication Cllr Brogden proposed, seconded by Cllr Rowe, that the Committee supported the proposal for the Town Council to produce a Town Guide and that:</p> <ol style="list-style-type: none"> i. The Town Clerk is to send round an old version for comment and members to briefly discuss at the next meeting of Council; ii. its cost would be broadly in line with that of the Petuaria Press; iii. it should be produced once every four years; iv. it should be sent out later in the year, and; v. a 'special' Committee might be required to discuss the matter. <p>RESOLVED: Committee resolved to support the proposal set out above and the Town Clerk was instructed to carry out the necessary actions.</p>
EP7/1920	<p>To consider matters relating to the Art & Photography Exhibition/Civic Event 2020 Cllr Brogden proposed, seconded by Rowe, that:</p> <ol style="list-style-type: none"> i. The event would take place on 17-19 April 2020 in the Community Centre; ii. the Town Clerk could look into the possibility of having art work dropped off in advance;

	<ul style="list-style-type: none"> iii. there would be a special Roman category in 2020 sponsored by the Petuaria Revisited project; iv. children's and adults art would not be 'mixed up' for the event, and; v. a civic event would take place on the opening night (i.e. 17 April 2020). <p>RESOLVED: Committee resolved to approve the proposal above and instructed the Town Clerk to carry out the necessary actions.</p>
EP8/1920	<p>To consider matters relating to the Christmas Tree Festival – 7 December 2019</p> <p>RESOLVED: The Town Clerk was instructed to book the Village Hall for the event if that action had not already been undertaken.</p> <p>Cllr Rowe said that she would investigate the use of the Methodist Church hall for future years.</p>
EP9/1920	<p>To consider matters relating to the Petuaria Awards</p> <p>RESOLVED: The matter be deferred until the next meeting of the Committee and the Town Clerk was instructed to draw up proposals in relation to the Petuaria Awards.</p>
EP10/1920	<p>To consider matters relating to the Town Council Website</p> <p>RESOLVED: Consideration of the Website and establishment of Social media be referred to the September 2019 meeting of Full Council.</p>
EP11/1920	<p>To consider matters relating to Budgets</p> <p>Cllr Brogden proposed, seconded by Cllr Rowe, that:</p> <ul style="list-style-type: none"> i. Noting and approving the Tour de Yorkshire payments and the reasons given for the discrepancies; ii. Requesting a virement of £788 from the grants line (4235) to the events budget line (4500) to cover the grant expenditure; iii. Requesting a virement of £1,000 from the contingency fund (4995) to the events budget (4500) to cover the unexpected Petuaria Press overspend; iv. Budgeting specifically for events such as the Art Exhibition separately in the future and creating an itemised budget in advance, and; v. Making clear what elements of the budget will relate to civic functions and events in future years. <p>RESOLVED: Committee resolved to approve the proposal and that the actions be carried out as described above.</p>

	<u>Next meeting</u>
EP12/1920	<p>Date and time of the next meeting Committee confirmed the date and time of the next meeting to be 11 September 2019, 6pm, in the Committee Room, Town Council Offices, 60 Welton Road, Brough.</p> <p>Committee requested that an extraordinary meeting be set up between this and the next ordinary one to discuss the matter of the Petuaria Press, Petuaria Awards, Town Guide and the 2019 Christmas Tree Festival.</p>

Meeting started 6pm and closed 6:55pm

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Signed:

Print Name:

Print Position:

Date: