

**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 29<sup>th</sup> January 2024** held at the Town Council Office, The Old Library, Elloughton Road, Brough, HU15 1AE.

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

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

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

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

**MINUTES**

**EV235/23 To accept apologies.**  
Apologies received from Cllr Bentham and Cllr Harrison.

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

**EV236/23 To accept Declarations of Interest relating to items on the agenda.**  
No declarations of interest declared.

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

**EV237/23 To receive a verbal an update on the DIFEY grant application and approve any subsequent actions.**

Events Coordinator advised that although the expression of interest was approved in December 2023, we are still waiting on a final decision. This decision has been chased and we are hoping to hear soon. However the delay has already meant we have had to reduce from 6 weeks to five weeks.

Proposed by Cllr Trotter, seconded by Cllr Rennison and agreed unanimously that the schedule will need to be adjusted as follows, depending on when the decisions is received:

If no decision by 31<sup>st</sup> Jan 2024 reduce to 4 weeks to start on 12<sup>th</sup> Feb 2024.

If no decision by 5<sup>th</sup> Feb 2024 reduce to 3 weeks to start on 19<sup>th</sup> Feb 2024.

If no decision by 9<sup>th</sup> Feb 2024 reduce to 2 weeks to start on 26<sup>th</sup>Feb 2024.

If no decision by 12<sup>th</sup> Feb 2024, withdraw application and cancel programme.

If the grant application has to be resubmitted to take into account these new dates and timescales, given the duration taken to evaluate the application to date, then the

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event must be withdrawn as time constraint will be too tight to organise the logistics of the event.

**RESOLVED: Committee resolved to receive update from Events Coordinator and approved a list of dates by which the decision of the grant would need to be received to approve the duration of the schedule. If the grant decision is not received by 12<sup>th</sup> Feb 2024 then the event will need to be cancelled due to time scales for organising the logistics. The event will also need to be cancelled if the application needs to be resubmitted as time is constrained.**

**EV238/23 To approve confirming the band for D-Day Tea Dance at a cost of £500 and approve next steps including costs and ticket prices.**

Events Coordinator provided a verbal update band cost and the number of people who can attend. 120 attendees in table around the hall with a dance floor in the middle.

Proposed by Cllr Rennison, seconded by Cllr Trotter and agreed unanimously to approve the band "Hep to the Jive" for the Tea Dance at a cost of £500 for 3 hours from 1pm. The tickets will be sold at a cost of £10 per adult and £5 per child. Physical tickets to be sold from the office.

**RESOLVED: Committee resolved to accept verbal update and approved the cost of the band at £500 for the D-Day Tea Dance. Committee further resolved to approve the cost of tickets at £10 per adult and £5 per child with physical tickets been sold from the office.**

**EV239/23 To discuss the next steps with regards to Easter Egg Hunt 2024 and approve any actions.**

Events Coordinator advised that the office has reached out to local businesses to offer the opportunity to sponsor one of the twelve large decorated eggs at a cost of £25.

Cllr Rennison proposed, seconded by Cllr Blee and agreed unanimously for all 12 eggs to be sponsored at £25 each, amount totaling £300 which will be used to purchase Easter eggs so that free eggs are still provided to attendees. Business will be promoted by their egg and on all promotional material.

Events Coordinator is reaching out to food vendors and face painting to offer a pitch proposed by Cllr Rennison, seconded by Cllr Blee and agreed unanimously to charge £50 per pitch.

Proposed by Cllr Rennison, seconded by Cllr Blee and agreed unanimously to approve art work option 1 for banners and posters to promote the event. Additionally the proposal approved an amount of £125 to cover the cost of banners and posters if pitch fees are not enough to cover this amount.

**RESOLVED: Committee resolved to approve all 12 eggs been sponsored at £25 each, the total £300 will be used to purchase Easter eggs. Pitch fees for food vendor and face painting will be charged at £50 with the hope this will cover the cost of banners and posters to promote the event. Committee resolved to approve a budget of £125 to purchase banners and posters should the pitch fees not provide enough income to cover.**

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**EV240/23**

**To note the next Events Meeting is to be held at 5.45pm on Tuesday 12<sup>th</sup> March 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 12<sup>th</sup> March 2023 at 5.45pm, to be held at the Town Council Offices, The Old Library, 44 Elloughton Road, Brough, HU15 1AE.**

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Signed :.....

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