



**Minutes of the meeting of Holbeach Parish Council Events & PR Committee, Tuesday 18<sup>th</sup> July 2023 at 09:30**

	<b>In attendance</b>	<b>Apologies given</b>
<b>Holbeach Parish Council, Events Committee</b>	Cllrs: T Wiltshire, I Hutchinson, S Hutchinson,  Clerk: Jan Hearsey	Cllrs: P Howden & C Turner
<b>Public including Councillors</b>		

*Chair Cllr T Wiltshire opened the meeting at 09:30*

**EC-2023/4-015 Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

Apologies were received and accepted under the delegated powers of the Clerk from:  
Cllrs: P Howden & C Turner

**EC-2023/4-016 - Declarations of interest.**

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items.

Non

**EC-2023/4-017 - Minutes**

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 13<sup>th</sup> June 2023 and to authorise the Chair to sign the official minutes.

**EC-2023/4-018 - Clerks report**

- a) To receive a report from the Clerk – see appendix a

**EC-2023/4-019 – Car Show**

- a) To receive an update on volunteers – Cllr S Hutchinson to pass over list of volunteers and contact details to the Clerk. Clerk to take volunteer policy & list to car show. Briefing on the day is at 07:30
- b) It was **resolved** to agree to formulate a plan of action and rota for the day – there is no rota. 10 marshals starting at 07:30. All marshals to be given a site layout plan. If the bands do not play, they do not get paid. Clerk to send previous Strongman risk assessment to Cllr S Hutchinson and she will get this updated and signed. Cllr S Hutchinson has central email for everyone. Cllr S Hutchinson to get all documents (hygiene certificates, public liability certificates and layout plan) to the Clerk by

Thursday 20<sup>th</sup> at 16:00. Events & PR committee to meet at the school on Saturday at 12:00 to discuss the weather.

#### **EC-2023/4-020 Christmas Fair**

- a) An update on the public meeting was received and it was **resolved** to agree the next steps as the Clerk to email all stall from last year and ask them to complete a booking form, bookings will be on a first come first served basis. Cllr T Wiltshire to go to all shops with a booking form to ask if they want a stall outside their business, the closing date for the return of the forms is 31-08-23. Cllr T Wiltshire organising entertainment

#### **EC-2023/4-021 Remembrance**

- a) An update from the meeting with stakeholders was received, monthly meeting will take place with the next one on the 15<sup>th</sup> August
- b) It was **resolved** to agree the expenditure and to recommend to Full Council to move some of the grants budget to Events for the parade

#### **EC-2023/4-022 Yard sales**

- a) An update on the Yard Sales was received, the next one is on the 20<sup>th</sup> August

#### **EC-2023/4-023 Calendar**

- a) An update on the 2024 calendar was received, we are waiting for the draft proof

#### **EC-2023/4-024 D - Day**

- a) It was **resolved** to defer the agenda item -To discuss and resolve to agree the format for the celebrations for the 80<sup>th</sup> anniversary of D-Day

#### **EC-2023/4- 025 Other Events**

- a) To discuss and resolve to agree a picnic in the park – have them in August and May, have some stalls and music, put up banners, put Holbeach out there
- b) It was discussed and **resolved** to agree to support a Pride parade if organised by the LGBT community/group

#### **EC-2023/4- 026 Press releases**

- a) It was **resolved** to agree the press releases for upcoming events as 14/08 advertise the yard sale

#### **EC-2023/4-027 Communication**

- a) It was **resolved** to defer the agenda item -To discuss and resolve to agree a way forward with communication following the 4 year plan working party meeting

#### **EC-2023/4-028 Meeting**

- a) It was **resolved** to agree the date and time of the next Events & PR committee meeting ad Tuesday 15<sup>th</sup> August at 14:00



*Meeting closed at 11:28*

Signed Chair.....Date.....

**Appendix a**

The toilet delivery for the car show, they will phone before, Cllrs I & S Hutchinson will meet them there on delivery and collection. Waiting for Highways to confirm morning slot for Remembrance. St John Ambulance be at car show between 10:00 & 15:00, tell them to go to gate a on the plan.