

## Minutes of the meeting of Holbeach Parish Council Events & PR Committee on Friday 4th July 2025 at 17:30 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr T Wiltshire  
Councillors : Cllr S Ball, Cllr J Sharman

\* Attended remotely

### Meeting opened at: 17:30

#### EC25/6-038 Apologies

1. To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.  
None received.

#### EC25/6-039 Declarations of Interest

1. 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.  
Cllr S Ball declared a non-pecuniary interest in agenda item EC25/6-045 (Remembrance).

#### EC25/6-040 Minutes

1. To resolve to approve as a correct record the notes of the meeting of the Committee held on 29th April 2025 and to authorise the Chair to sign the official minutes.

It was proposed, seconded and

**Resolved:** That the official minutes of the meeting of the Event & PR Committee held on 29th April be approved as a correct record and signed by the Chair.

#### EC25/6-041 Picnic in the Park

1. To receive an update and resolve to agree the way forward.

It was proposed, seconded and

**Resolved:** To cancel the event and expressed regret for the inconvenience caused. An apology will be issued to affected parties.

It was further agreed to refer the proposed budget movement — reallocating funds from the cancelled event to support future events, to be referred to the Finance Committee.

**EC25/6-042 Netherfields Family Fun Day**

1. To receive an update and resolve to agree the way forward.

Refreshments: Bookings confirmed with ATC Cadets and Bessi Bean.

Activities: Assault course equipment to be purchased or to look at cost of hiring inflatable assault course within budget limit, Boot Sale element to be cancelled.

Event Promotion: One large banners (6ft x 3ft) to be produced for the event. Two smaller banner (4ft x 3ft) to be displayed.

- All banners to include “Family Fun Day – Free Event” messaging.
- Safety and Logistics:
- St Johns booked for First Aid provision.
- Insurance cover to be checked for inflatable equipment.
- PA system and bunting to be arranged for decoration.
- Super soakers to be included as part of the event activities.
- Purchase of a water bowser or water tank to aid with water activities at event.

It was proposed, seconded and

**Resolved:** The Committee resolved to proceed with the above arrangements and confirmed the cancellation of the Boot Sale component. The Deputy Clerk was asked to ensure insurance coverage for inflatables is verified prior to the event.

**EC25/6-043 Drive in Movie**

1. To receive an update and resolve to agree the way forward.

Members received an update regarding the proposed screening activity led by TW. It was noted that:

- Ongoing difficulties remain in sourcing a suitable screen for booking.
- No further progress has been made at this stage.

It was proposed, seconded and

**Resolved:** The Committee agreed to defer the item to the next Events Committee meeting, pending further updates. If no viable solution is identified, the Committee will consider removal of the item from future agendas.

**EC25/6-044 Halloween**

1. To receive an update and resolve to agree the way forward.

Members received an update on preparations for the Halloween Trail event scheduled for 31st October. The following arrangements and actions were noted:

- Entertainment:
- Phoenix Theatrics confirmed to deliver themed “scary” performances for the public.
- Tiger Entertainment booking to be cancelled.
- Lighting and Layout:
- Additional three-dimensional lighting to be sourced for enhanced atmosphere.
- Trail route to be reversed, finishing at the Pavilion.
- More powerful lighting to be arranged for key trail areas.
- Catering and Activities:

- ATC Cadets and Rhodes Bakery to be booked for catering.
- Face painter to be booked.
- Operational Support:
- Park Team to be approached for assistance in constructing the Halloween Trail.
- Promotion:
- Banners to be produced:
- Two large banners (6ft x 3ft)
- One smaller banner (4ft x 3ft)
- All to include "Halloween Trail – 31st October" messaging.
- Local businesses including Aldi, Tesco, and High Street shops to be approached for promotional support.

It was proposed, seconded and

**Resolved:** The Committee resolved to proceed with the above arrangements and confirmed the cancellation of Tiger Entertainment. The Deputy Clerk was asked to initiate bookings and coordinate with the Park Team for trail setup.

## **EC25/6-045 Remembrance**

1. To receive an update and resolve to agree the way forward.

Members received an update on preparations for the upcoming Remembrance Event. The following actions and considerations were noted:

- Operational Planning:
- Event paperwork to be completed.
- Deputy Clerk to undertake Traffic Management training.
- Parade Marshal to be contacted to confirm availability.
- Music and Sound:
- Holbeach Town Band has withdrawn due to insufficient membership.
- A Bugler to be booked as an alternative.
- Cllr T Wiltshire to liaise regarding the PA system.
- Personnel and Coverage:
- All Saints Church to be approached to confirm who will cover specific event roles.
- Community Engagement and Decoration:
- Poppies to be decorated along the High Street.
- Local schools to be contacted to encourage children to create decorative items.

Ceremonial Planning:

- An invite list to be compiled for guests invited to lay wreaths during the ceremony.

It was proposed, seconded and

**Resolved:** The Committee resolved to proceed with the above actions and delegated tasks accordingly. Updates will be reviewed at the next meeting to ensure progress remains on track.

## **EC25/6-046 Christmas Fayre**

1. To receive an update and resolve to agree the way forward.

Members received an update on arrangements for the Christmas Event at Carter's Park. The following progress was noted:

- Stallholders and caterers are being booked in.

- Ice Rink Hire quotes being sought.
- Tiger Entertainment to provide music and entertainment.
- Santa's Grotto: Father Christmas booked (previously at Dobbies).
- Bowls Club has granted permission for use of their building as the Santa's Grotto venue.
- Proposal to purchase 500 presents for distribution in the grotto.
- Site Preparation and Lighting:
- Matting to be sourced for the park to support safe access.
- Christmas Lighting Team to assist with installation of festive lighting throughout the park.

It was proposed, seconded and

**Resolved:** The Committee resolved to proceed with the confirmed bookings and approved the use of the Bowls Club for Santa's Grotto. The Deputy Clerk was asked to explore options for purchasing 500 suitable presents and to liaise with the Christmas Lighting Team regarding installation logistics.

#### **EC25/6-047 PR**

1. To receive an update on the PR strategy.

Members received an update on the Council's public relations and communications activity. The following points were noted:

- The Council newsletter has not been issued for the past three weeks due to staff shortages.
- A local business has approached the Parish Council with a proposal to collaborate on a community booklet, similar in style to the Village Voice.
- The need for press pieces and proactive advertising for upcoming events was discussed.
- Proposal to produce A5 leaflets to promote future events and increase community awareness.
- Recommendation to have a Council gazebo and stall at each event, staffed by Councillors, to engage directly with residents and promote Council initiatives.

It was proposed, seconded and

**Resolved:** The Committee noted the current disruption to newsletter production and agreed to explore the booklet proposal further. It was resolved to proceed with the development of A5 promotional leaflets and to establish a Council presence at future events through a dedicated stall and gazebo.

#### **EC25/6-048 Budget review**

1. To review the Committee's budgets.

It was proposed, seconded and

**Resolved:** The Committee agreed to defer the budget review to the next meeting, pending receipt of the necessary documentation.

#### **EC25/6-049 Meetings**

1. To resolve to agree the meeting dates for the 2025-26 Council year.

It was proposed, seconded and

**Resolved:** Members agreed the following Events Committee meeting dates, all to be held at 10:00am:

- 5 August 2025
- 2 September 2025
- 7 October 2025
- 4 November 2025
- 2 December 2025
- 6 January 2026
- 3 February 2026
- 3 March 2026
- 7 April 2026

**Meeting closed at:**  
18:39

**Chair signature**

**Date**