

## Minutes of the meeting of Holbeach Parish Council Events & PR Committee on Wednesday 8th October 2025 at 18:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr T Wiltshire  
Councillors : Cllr S Ball, Cllr T Chinery, Cllr D Edwards  
Officers : Mrs B Brothwell - Deputy Clerk

\* Attended remotely

### Meeting opened at:

18:00

### EC25/6-055 Apologies

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

### EC25/6-056 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 on Agenda item EC25/6-059.

### EC25/6-057 Minutes

1. To resolve to approve as a correct record the notes of the meeting of the Committee held on 11th August 2025 and to authorise the Chair to sign the official minutes.

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1675/2025-6-05-ec-draft-notes-11th-august-2025>

It was proposed, seconded and

**Resolved:** That the official minutes of the meeting of the Open Spaces committee held on 11th August 2025 be approved as a correct record and signed by the Chair.

### EC25/6-058 Halloween

1. To receive an update and resolve to agree the way forward and to submit action plan and paperwork to next Full Council meeting.

It was proposed, seconded and

**Resolved:** The Council confirmed plans for the upcoming event:

Sutton Bridge Players and Bounce House Party will provide entertainment.  
£250 allocated for children's sweets and prizes for the fancy dress competition at 6.30pm.

Local groups and businesses (ATC Cadets, Rhodes Bakery and Bessi Bean) to be approached for involvement.

Park Team will install posts; Events Committee will decorate.

Two large banners to be ordered.

Press and advertising to be arranged by Deputy Clerk.

All actions agreed, with the plan to be submitted to Full Council for approval.

**EC25/6-059 Remembrance**

1. To receive an update and resolve to agree the way forward and to submit action plan and paperwork to next Full Council meeting.

It was proposed, seconded and

**Resolved:** The Council agreed the next steps for the upcoming parade and Remembrance event:

Recruitment underway for a drummer and trumpeter.

Invitation letters to be sent to attendees.

Volunteers confirmed for road closures and decorating with the lamp post poppies.

Social media and posters to promote the event by Deputy Clerk.

Parade Marshalls to rehearse the route and timings.

Speaker to invite any additional wreaths to be laid during the ceremony.

All actions agreed, with the plan to be submitted to Full Council.

**EC25/6-060 Winter Wonderland**

1. To receive an update and resolve to agree the way forward and to submit action plan and paperwork to next Full Council meeting.

It was proposed, seconded and

**Resolved:** The Council received an update on preparations for the Christmas Fayre and agreed the way forward.

Purchase approved for enough rolls of protection turf mesh and packs of anchoring pins.

Entertainment to be located near the bungalow.

Order to be placed for renting 2 floodlights with diesel generator.

Entertainment bookings noted:

DJ – £600.00

Fire Eater – £300.00

Stitch – £150.00

Stilt Walker – £250.00

Total £1,300.00, with negotiation options of £1,000.00.

Santa's Grotto: £500.00 allocated by District Councillor Nanette Chapman for gifts (to be purchased), plus wrapping paper. Construction and design can now commence at the Bowls Club.

Extension leads to be purchased for events.

Tracey Carter to enquire about borrowing Christmas items again.

Remaining budget to be used for decorations and equipment for event.

The committee agreed the action plan and confirmed that paperwork will be submitted to the next Full Council meeting.

**EC25/6-061 PR**

1. To receive an update on the PR strategy.

The Council received an update on the PR strategy.  
It was noted that work on the parish newsletter will be paused until there is greater capacity to continue.  
The Council agreed to await further capacity before progressing with the newsletter.

**EC25/6-062      Budget review**

1. To review the Committee's budgets and to recommend any budget movements to Full Council.  
The Committee reviewed current budgets.  
It was noted that some allocations remain unused.  
Recommendation agreed to move unused budgets to support the Christmas Fayre.  
Action plan and paperwork to be submitted to the next Full Council meeting.

**EC25/6-063      Meetings**

1. The next meeting of the Events & PR Committee is on 4th November 2025 at 10.00am.

**Meeting closed at:**  
20:00

**Chair signature**

**Date**