

Minutes of the meeting of Holbeach Parish Council Events Committee, Wednesday 26th October 2022 at 14:00

	In attendance	Apologies given
Holbeach Parish Council, Events Committee	Cllrs: I Hutchinson, S Hutchinson & R Stevens Clerk: Jan Hearsey	Cllr P Howden
Public including Councillors	1 member of the public	

Chair Cllr I Hutchinson opened the meeting at 14:00

2022/3-052 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:
Cllr P Howden

2022/3-053 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.
None

2022/3-054 Minutes –

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 27th September 2022 and to authorise the Chair to sign the official minutes.

2022/3-055 Clerks report

- a) To receive a report from the Clerk – see appendix 1

2022/3-056 – Remembrance Parade

- a) It was discussed and **resolved** to agree the final details of the Parade – as the Clerk and Cllr R Stevens will meet with the RBL’s parade marshal and ask him to read out the wreath laying order. Need list of wreath layers from RBL. Road closure marshals will be: Cllrs S Hutchinson, P Howden, S Lewis and Mrs V Stevens. Clerk to contact St Johns Ambulance. The parade will use the south travelling side of the carriageway, the north travelling side will be kept available for emergency vehicles. All marshals to be briefed before the event. Marshals to meet at Coubro Chambers at 13:30
Put out press release and Cllrs I & S Hutchinson to put out advance warning signs and distribute letters on Friday 28th October.

2022/3-057 – Christmas Fair

- a) To discuss the event – The Church are doing a Christmas tree festival and soups and jacket potatoes. They have been made aware that there will be no parking in the churchyard but that anyone needing access due to mobility issues will be able to drop off before the commencement of the event. Approximately 35-40 stalls have booked in so far, they are a mixture of charity, craft and food stalls. We have a snow globe and rodeo reindeer. We may have a small version of the band at 14:00. The road closure has been confirmed for between 12:00 & 17:30. We have all the decorations for the tree, a local company can provide the machinery and manpower to decorate the tree. Make a light tunnel. Letters have been delivered to local businesses. Need to man the snow globe so have this on the High Street by our stall, have a trail for children. Bought lanterns and battery tea lights for the lantern parade. Buy bits for light tunnel. Find videos on YouTube for making lanterns and put these on Facebook. Keep it at 50p a lantern and homemade lanterns get a free tea light. Have prize for best homemade lantern. Window dressing competition. Clerk to contact St Johns, Cllr P Howden has a contact for St Johns. Cllr I Hutchinson to comply press release and circulate to members for approval.
- b) It was **resolved** to agree the paperwork for the event – take out BBQ from the risk assessment, Cllrs I & S Hutchinson will do a plan this weekend then the Event Notification form can go off. Clerk to apply for the TEN's

2022/3-058 – Farmers Market

- a) It was **resolved** to agree to defer a date for the Farmers Market (s) to the next meeting and in the meantime have a meeting with organiser of the other event.

2022/3-059 – Coronation

- a) To discuss ideas for next year's coronation – ideas are to have a picnic in the park with entertainment and food vans and family activities. Put onto to next months agenda. Need to book things in soon. Beacon lighting?

2022/3-060 – Budgets 2023/4

- a) It was discussed and **resolved** to agree to recommend the draft Budget of £8,000 to the Finance Committee

2022/3-061 – Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the committee will be on Tuesday 22nd November at 14:00

Meeting closed at 14:57

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

Appendix 1

Events Clerks report

The letters to residents are ready to go out this week. The advance warning signs need to go out this Friday. We need the numbers from the RBL and who is laying wreaths.

Christmas Fair

The paperwork is ready, just waiting for the plan