



Coubro Chambers
11 West End
HOLBEACH
Spalding
Lincs.
PE12 7LW
Tel: 01406 426739
e-mail: clerk@holbeachpc.com
Clerk/RFO: Jan Hearsey Deputy Clerk: Brandi Rogan

Present: Cllrs: I Hutchinson, S Richardson, E Penney, S Hutchinson & J Spencer

Clerk: J Hearsey

EC-2021/2-1 Appointment of Chairman

It was proposed, seconded and **agreed** that Cllr I Hutchinson would be Chairman.

EC-2021/2-2 To co-opt additional members to the committee.

It was proposed, seconded and **agreed** to co-opt Cllrs S Rickerby, S Hutchinson and John Spencer and member of the public Jan Hearsey.

EC-2021/2-3 Apologies for absence and reasons given.

Cllr S Rickerby gave her apologise and reason, Members **agreed** not to accept the apology due to the reason given.

EC-2021/2-4 To appoint a member to the Finance Committee.

It was proposed and seconded and **agreed** that Cllr I Hutchinson would represent the Events Committee on the Finance Committee.

EC-2021/2-5 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. – Declarations of interested were received from Cllrs J Spencer and E Penney for item EC-2021/2 -6

EC-2021/2-6 Briefing from Cllr Spencer on the Royal British Legion Parade.

The Clerk is to contact L. Chapman Davies regarding road closure. Important to walk the route regularly to update the risk assessment. Space needed for signs storage. Diarise two weeks before parade for warning signs to be deployed. Beware of Covid restrictions. Clerk to start road closure. Contact list to invite. Assemble from 13:30 on 7th November and leave community centre at 14:00. Hold afternoon tea with Holbeach Town Band playing music in the community centre.

Clerk to check insurance. Letters need to be sent two weeks prior to those living on the route and effected by the road closure. Cllr I Hutchinson to contact community centre.

EC-2021/2-7 To agree an action list for future events.

Suggested modified car show and auto-jumble to be held in South Holland car park. Clerk to speak to South Holland. Cllr I Hutchinson has contacts so will investigate. All to research into food wagons for the park and maybe music. Suggested day 18th July.

August suggested for a sports taster day in Carters Park. Clerk to speak to Bowls Club. Cllr S Richardson to speak to schools. Possibility 5 a side football, Clerk to speak to man training at Netherfield.

September is the food festival organised by Cllr Nick Worth

October it was suggested to have a carve the pumpkin competition and leave the pumpkins at the cemetery chapels then the committee could place them along the path and light them. Ask local growers if they could donate pumpkins to schools. Ask if someone can give a ghost trail.

November have a remembrance window competition with a spot the poppy for children to join in.

December have a Christmas window competition.

It was suggested to have a monthly games evening, to include a fish supper. The Clerk to look into the WI hall. December quiz could be based on questions from all previous events.

EC– 2021/2 -8 Items for discussion and agenda item requests.

Agenda items for next meeting: Update on parade, update on planned events, report on yard sale. 1st event 18th July.

EC- 2021/2 -9. Confirm date and venue of next Events committee Meeting

(a) It was **agreed** for the next meeting to be on Saturday 12th June at 10:00 at Coubro Chambers

Meeting closed at 12:00

Signed Chairman.....Date...../...../.....

Minutes of the meeting of the Events Committee Saturday 12th June 2021 at Coubro Chambers.

Present: Cllrs: I Hutchinson, S Richardson, E Penney, S Hutchinson & S Rickerby

Clerk: J Hearsey

EC-2021/2-10 Apologies for absence and reasons given.

Cllr J Spencer – another meeting to attend, apology accepted

EC-2021/2-11 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

Cllr E Penney, member of The Royal British Legion agenda item: EC-2021/2-13

EC-2021/2-12 Minutes of the previous meeting

The notes of the meeting of the 15th May 2021 were proposed, seconded and **agreed** as Minutes.

EC-2021/2- 13 Update on remembrance parade

The Clerk is waiting to hear back from the RBL regarding the requirements for the road closure. JH to email RBL saying there is a deadline of 01/07/2021. Copy Cllr J Spencer into this email. Cllr E Penney has spoken to a gentleman who can supply a field gun for a display at the Community Centre. Cllr I Hutchinson has provisionally booked the Community Centre and J Hearsey has spoken with a Church representative.

EC-2021/2-14 To agree the details of the car show

A Member of the public approached the Council offering to help, JH to contact them. Help will also be provided from others. Cllr E Penney said she had some contacts. 50 out of 59 cars. The car park usage has been agreed subject to the various risk assessments. The Clerk asked for assistance with these, Cllr I Hutchinson will help.

For the risk assessment: A total of 400 attending, 200 at any one time, car parking will be off site. The arena will be 1.5 spaces per car with at least 1m between each car and 3 people maximum at any car at any one time. Social distancing will be in place. There will be a maximum of 60 spaces used. Staggered arrival times. There will be ramps to cover speed bumps and hand sanitising stations.

It was suggested to approach a member of the fire service to see if they would provide their response vehicle and a member of personnel.

There will be a damage waiver for entrants, and they will be required to carry fire extinguishers.

List of stewards is needed. Contact Cllr N Worth for assistance with the Event Management Plan.

Food truck will need electricity, so far food truck, ice-cream, doughnuts and coffee, and ask local company re Sandwiches. Posters for shops and businesses and include HPC logo, those providing services can provide their own flyers.

Bar and live music. We can have a band at a cost of £200. Cllr S Richardson to approach contact from King's Lynn for band sponsorship. Contact local companies for sponsorship.

Band will play between 12:30 and 14:30. Apply for a Temporary Events Notice (Clerk)

There is a Bouncy Castle Assault course, the cost is £250 plus £80 for someone to oversee it. Ask them if they will provide it for free but they can make a reasonable charge to the public, have a competition around this.

Toilets to be open between 11:30 and 16:30, ask WCPM to look at toilets. Clerk to send email to the Open Spaces Committee re this.

Notices required: No Smoking around cars; Dogs on leads

Could give cars the option of following a route when they leave, would require marshalls.

Have a prize, Best Car in Show, Best Classic and Best Modified.

Email Councillors to ask for assistance

It is believed Cllr N Worth has a key for the car park.

If not enough cars, offer to motorbikes..

Events committee attendees: Cllrs: I Hutchinson, S Hutchinson, E Penney, S Richardson and S Rickerby and J Hearsey

Cllr S Rickerby will take posters around.

Cllr I Hutchinson will deal with the Bouncy Castle and sponsorship

Cllr S Richardson deal with band

J Hearsey, risk assessment, Events Management, TEN. Ask UAH re using their car park.

Cllr S Hutchinson to do all notices

WCPM toilets and electricity

Contact the press and Lincs magazine

EC-2021/2-15 Update and agree on the august event(s)

It was **agreed** to hold a garage sale. Provide a map showing participants but also showing food spots, arrange for 15th August, set a time limit. Start advertising at the beginning of July. Have the maps available in Carters Park and give each house a pack. Contact local businesses to see if they want to open for food that day.

EC-2021/2-16 To Agree dates for food vans in the park.

It was **agreed** to ask the ice-cream vendor, fish & chips and other catering outlet if they are interested in the Garage sale day. Clerk to check with Open Spaces Committee.

EC- 2021/2 17 Items for discussion and agenda item requests.

We have been approached by a member of the public regarding a road closure for the jubilee weekend next year. Next year this committee will have a budget so can focus on some larger events, the Jubilee and Christmas Fayre as well as some smaller events.

Cllr E Penney had contacted a caterer regarding providing food for quiz nights but they were expensive, she will carry on getting prices and the committee will start to plan in their august meeting

EC- 2021/2 -18. Confirm date and venue of next Events committee Meeting
Thursday 8th July 2021 at 18:00 at Coubro Chambers was **agreed**

Meeting closed at 12:00

Signed Chairman.....Date.....



Minutes of the Meeting of The Events Committee Thursday 8th July 2021 at 18:00

Present: Cllrs: Isobel Hutchinson, John Spencer, Sam Richardson, Sandra Rickerby & Sophie Hutchinson. Jan Hearsey

Chairman Cllr Isobel Hutchinson opened the meeting at 18:00

EC-2021/2-19 Apologies for absence and reasons given.

Apologies were received from Cllr Dan Taylor and were accepted
Cllr Evelyn Penney was absent with no apologies given

EC-2021/2-20 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 were given

EC-2021/2-21 Minutes of the previous meeting

The notes of the meeting of the 12th June 2021 were proposed, seconded and **agreed** as Minutes.

EC-2021/2- 22 Update on remembrance parade and Road closure

The office had now received the paperwork from the RBL. The road closure procedure appears to have changed. The parade is on the 14th November 2021, the road closure needs to be submitted at least 13 weeks before. Ask Full Council if anyone knows of an area to store RBL signs etc.

EC-2021/2-23 To confirm and agree the final details of the car show

Cllr S Richardson has approached a bouncy castle operator to ask if they will attend along with a member of their staff to operate, they may need power supply which would be a problem. Cllr I Hutchinson said that there is another food van, fish & chips. We have the food hygiene certificate. Confirmation by this weekend.

Cllr I Hutchinson to arrange a meeting on Monday with the WCPM, herself and Jan Hearsey so check the area and toilets. We have the TEN, the Risk Assessment and the Event Management Plan.

We have the names on the event management plan, if a problem, please let the office or Cllr I Hutchinson know by Monday. Cllr S Rickerby reported that she had distributed all the posters.

There will be a 09:30 briefing for all the marshals on the day. The toilets in the Park will be open from 10:30 to 16:30. Cllrs: I Hutchinson & S Rickerby will clean the toilets on Saturday. Cllr I Hutchinson reported that local business will be part funding the band. Confirmation has been received from UAH regarding using their carpark. Signage will be placed from the A17. Cllr J Spencer will help with signage. Cllr I Hutchinson to contact Tesco & Boyes. There has been an approach from someone with battery operated jeeps for children but there is no further hardstanding space available.

Each entrance will have a QR code, hand sanitizer and a book and pen for recording names and phone numbers, these will be tied to the gates. Lots of QR codes all over the park. Cllr I Hutchinson to contact Cllr T Carter and MP Sir John Hayes. It would be good to have a local celebrity also.

We have judges and trophies. Cllr I Hutchinson reported that a local company was going to raffle a bike and the proceeds would go to the fund for providing disabled play equipment. Maybe have a debrief the day after.

EC-2021/2-24 To discuss and agree details of the Yard Sale event in August

Six people have so far registered for this event, If, insufficient numbers, run it as a smaller event.

EC- 2021/2 25 Items for discussion and agenda item requests.

Quiz night late September: Two big events per year plus smaller ones: Cllr R Stevens & member of the public wish to be co-opted for the Jubilee event: Plan for Christmas 2022 in November/December 2021 (Office to speak to LCC re road closure costs): October event: RBL update: General update on up coming events.

EC- 2021/2 -26. Confirm date and venue of next Events committee Meeting

(a) It was **agreed** that the next meeting will be on Friday 30th July at 17:00

Meeting closed at 18:44

Signed Chairman.....Date.....

**MINUTES OF THE MEETING OF HOLBEACH PARISH COUNCIL EVENTS COMMITTEE,
FRIDAY 30TH JULY 2021 AT 18:00**

**Present: Cllrs: Isobel Hutchinson, John Spencer, Evelyn Penney, Sam Richardson,
Sophie Hutchinson & Dan Taylor. Jan Hearsey**

Chairman – Cllr I Hutchinson

Meeting commenced at 17:00

EC-2021/2-27 Apologies for absence and reasons given.

Apologies were received and accepted from Cllr Sandra Rickerby

EC-2021/2-28 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

Cllrs: John Spencer & Evelyn Penney have non-pecuniary interest to agenda item 33

EC-2021/2-29 Minutes of the previous meeting

The notes of the meeting of the 8th July 2021 were **agreed** as Minutes.

EC-2021/2- 30 Debrief on the car show

The car show was a great success. Feedback is to make it bigger next year. More variety of food and additional drinks vendor. Cllr I Hutchinson is looking into an alternative sight but needs to be in the centre of the town. If larger event, then request the presence of St John's Ambulance.

EC-2021/2-31 To discuss and agree to recommend to full council ideas for next year's Jubilee celebrations

The celebrations are from 2nd to 5th June 2022. Looking to do something on the Saturday and maybe a street party on the Sunday. We could do an agricultural themed show to celebrate our towns heritage. A budget is needed for bunting. Must be a family event. Schools should be involved. A press statement is needed to say that the Parish Council is co-ordinating the event. Suggest taking to **Full Council** to arrange a community meeting for this one event.

EC-2021/2-32 Update on yard sale and agree final details

22 properties have so far registered. The WI are doing a tabletop sale and refreshments. Put up posters and put something out in the press. Give a pack to each householder. Keep the event free for this year. Perhaps give every householder a letter to hide so that a phrase can be made. See if we can go to Guinness Book of World Records. Have cut off date for registrations on the Thursday before, and issue maps and packs after that.

EC-2021/2-33 Update on Remembrance Parade

The road traffic order has been applied for and Jan Hearsey is in contact with LCC. Cllrs: I Hutchinson, S Hutchinson and D Taylor along with J Hearsey will undertake the parade training with LCC. All invite letters to the parade to go out in September.

EC-2021/2-34 To discuss and agree an event for September

It was suggested to do something at the Food Fayre event, ask at **Full Council**

EC- 2021/2 35 Items for discussion and agenda item requests.

- Halloween
- Debrief Yard sale
- Twin town farmers market
- Quiz
- Flower parade
- Agenda items for the next meeting to Jan Hearsey by midday on 13th August.

EC- 2021/2 -36. Confirm date and venue of next Events committee Meeting

- (a) The next meeting will be on Friday 20th August 2021 at 18:00 at Coubro Chambers

Meeting closed at 18:03

Signed Chairman.....Date.....

**Minutes of the meeting of Holbeach Parish Council Events Committee, Friday 20th
August 2021 at 18:00**

Present: Cllrs: I Hutchinson, E Penney, J Spencer & S Hutchinson
Clerk: Jan Hearsey

**Invited representatives of the Royal British Legion: Elizabeth Davies-Chapman &
John Johnson**

Invited member of the public Russell Kirk

Chairman Cllr I Hutchinson opened the meeting at 18:04

EC-2021/2-37 Apologies for absence and reasons given.

Apologies were received from Cllrs: D Taylor & S Richardson which were accepted.

EC-2021/2-38 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

Cllrs: E Penney & J Spencer declared non-pecuniary interest to agenda item EC-2021/2-40

EC-2021/2-39 Minutes of the previous meeting

It was proposed, seconded and **agreed** to accept the notes of the meeting of the 30th July 2021 as Minutes.

EC-2021/2- 40 Update on the Remembrance Day Parade

Mrs E Davies-Chapman explained that she had booked and paid a deposit for the band back in February. The Clerk explained that if the RBL organised the band, the Parish Council would require their risk assessment, Covid risk assessment and copy of their insurance. The Clerk said that the Road Traffic Order had been applied for and that herself and Cllr S Hutchinson were attending the LCC training on the 20th October. She had contacted another Parish Council who were assisting her with the organisation. An Events Notification Form needed to be completed and the number etc of marshals had to be noted on this form. The Parade would need in excess of 20 marshals, there being two at every roadblock and one where the roadblock was on a cul-de-sac. The Parish Council would be responsible for the Parade. Mr R Kirk said that he could provide 10 marshals. Mr J Johnson said that few Councils had Parades, most had just services. Cllr I Hutchinson pointed out that it may be necessary to shorten the parade or not have one. Mrs E Davies-Chapman said that she could not pass on contacts of the organisations normally involved due to Data Protection issues. It was **agreed** that Mrs E Davies -Chapman would meet with the Clerk as soon as possible in order to find a solution. – Mrs E Davies-Chapman, Mr J Johnson & Mr R Kirk left the meeting.

EC-2021/2-41 To agree a date and venue for the Public Meeting for Jubilee Celebrations

It was **agreed** to have a meeting at 17:00 on Monday 11th October 2021, which would precede the monthly Parish Council Meeting. Cllr E Penney suggested also contacting the WI to see the availability of their hall, the Clerk will do this. Send invites to schools and organisations.

EC -2021/2-42 To agree the form of the event in September subject to the agreement of the organisers

The organisers had given permission for a 3m x 3m stand at the Food Festival for a meet and greet, general chat and explain about the pump track idea and inclusive play equipment. It was **agreed** that Cllr I Hutchinson would send out an email to all Councillors to ask them for their availability.

EC-2021/2-43 To agree the details of an Event in October

It was **agreed** to have a Halloween window competition which will run the week of half term and then the weekend of Halloween the windows will hide a plastic duck and children will be required to find these. Cllr E Penney to provide the ducks. Ask local businesses to provide sweets and healthy snacks as prizes. Letters to all businesses, Clerk to do letters, Cllr I Hutchinson to distribute.

EC– 2021/2 44 Items for discussion and agenda item requests.

- December event.
- Update on October event
- Update on RBL

The Clerk to speak to the Deanery re the St Nicholas Fayre (perhaps we could have music in the High Street, face painting etc)

EC- 2021/2 -45. Confirm date and venue of next Events committee Meeting

- (a) It was **agreed** that the next meeting would be on Thursday 23rd September at 18:00 at Coubro Chambers

Meeting closed at 18:53

Signed Chairman.....Date.....



Minutes of the Events Committee Thursday 23rd September 2021 at 18:00

Present: Cllrs I Hutchinson, S Hutchinson & J Spencer

Clerk: Jan Hearsey

Chairman Cllr I Hutchinson opened the meeting at 18:03

EC-2021/2-46 Apologies for absence and reasons given.

Apologies were received from Cllrs: E Penney & D Taylor and were proposed, seconded and **accepted**

EC-2021/2-47 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

Cllr J Spencer declared a non-pecuniary interest in agenda item EC-2021/2-49

EC-2021/2-48 Minutes of the previous meeting

The notes of the meeting of the 20th August 2021 were proposed, seconded and **agreed** as Minutes.

EC-2021/2- 49 Update on the Remembrance Day Parade

The Parade this year will be a static one, the road will be closed between Albert Street & Market Hill. We have been informed today that the Church Service will be an outdoor one. Letters going out tomorrow to local groups and they will ask for minimum numbers this year. Council training is on the 20th October and marshal training will be on the 25th October.

EC-2021/2-50 Update on the October event

There is another event taking place in early November and businesses have indicated that it will not give them sufficient time to decorate for Halloween. Cllr E Penney has decorated some ducks and business are happy to have ducks in their window so a trail for children can still be done. The Clerk to do a letter for the schools and a form to go on our website and Facebook so that children can enter. Cllr I Hutchinson said that she had asked other organisations to inform us of their events.

EC -2021/2-51 Update on December event and to agree in what format

It was suggested to have a few small things in the lead up to Christmas. Approach the person who did the doughnut stall. Ask the local schools if they have a choir who would sign. Cllr J Spencer to look into mulled wine and chestnut stalls and report back at the next meeting. It would be nice to do something on a Saturday afternoon. All members to bring ideas to the next meeting. The Clerk is waiting to hear back from the Church if they are having a St Nicholas Fayre this year.

EC-2021/2-52 To discuss the budget for 2022/3

A figure had been put in for £5,000, however, the committee will have a better idea after the jubilee meeting.

EC- 2021/2 53 Items for discussion and agenda item requests.

Jubilee: December update: Remembrance: October update: report on training:

EC- 2021/2 -54. Confirm date and venue of next Events committee Meeting

Thursday 21st October 2021 at 16:00 at Coubro Chambers

Meeting closed at 18:27

Signed Chairman.....Date.....



Minutes of the meeting of the Events Committee Thursday 28th October 2021 at 18:00

Present: Cllrs: I Hutchinson, P Howden & S Hutchinson

Clerk: Jan Hearsey

Chairman Cllr I Hutchinson opened the meeting at 16:00

EC-2021/2-55 Apologies for absence and reasons given.

Apologies were received from Cllrs: D Taylor & J Spencer which were proposed, seconded and **agreed**

EC-2021/2-56 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 were received

EC-2021/2-57 Minutes of the previous meeting

The notes of the meeting of the 23rd September 2021 were proposed, seconded and **agreed** as Minutes.

EC-2021/2- 58 Update on the Remembrance Day Parade & report on training

Cllr S Hutchinson reported that herself and the Clerk had completed the Parades & Constitutional Events Training where it had been confirmed that there were two marshals needed at each road even if it was a cul de sac. We do not have sufficient signs and it is difficult to collect these. We have been offered signs for free, it was proposed, seconded and **agreed** to approach this person. It was agreed to ask if they can also supply the sandbags. Jan to wash the hi-viz vest.

EC-2021/2-59 Update on the October event

The ducks have been out all week and it has been a great success. The office will not be manned over the weekend, only office hours.

EC -2021/2-60 Update on December event and to agree in what format

There is lots going on in the Town organised by others. It was agreed that we will be contacting all local businesses to ask if they would like to take part in our Christmas decorated window competition. Clerk to write letter to be distributed. Each participating shop will be issued with a number and the public can vote for their preferred window either by way of an online Facebook poll or by writing the number down and handing it in to the office. The business with the most votes will receive a trophy. Businesses should have their windows ready by 26th November.

It was agreed that we plan to have 24 Advent Ducks in various shops, each duck will have a hat and a number. Each day we will release where the number is and give that business an opportunity to promote itself via our Facebook page.

EC-2021/2-61 To discuss and agree the budget for 2022/3

It was proposed, seconded and **agreed** to put forward to **Full Council** a budget requirement of £5,000.

EC-2021/2 -62 Update on next year’s Jubilee

We need to form a register of volunteers that are happy to help with events. The District Councillor is aware of the works required to the Beacon. It may require a road closure. Could close off area and have music and a bar. Contact Highways for advice on road closures and traffic management plan for the jubilee events. We would need around 50 volunteers. A second alternative could be Carters Park.

EC– 2021/2 63 Items for discussion and agenda item requests.

Brainstorm the Jubilee, what are we planning to do?
Update on December Event

EC- 2021/2 -64. Confirm date and venue of next Events committee Meeting

Thursday 2nd December 2021 at 16:00 (the time subject to all members being available).

Meeting closed at: 16:36

Signed Chairman.....Date.....

Minutes of the meeting of Holbeach Parish Council Events Committee, Thursday 2nd December 2021 at 16:00 at Coubro Chambers

	In attendance	Apologies given
Holbeach Parish Council, Events Committee	Cllrs: I Hutchinson, P Howden, S Hutchinson Clerk: Jan Hearsey	
Public including Councillors		

Chairman Cllr I Hutchinson opened the meeting at 16:07

EC-2021/2-65 Apologies for absence and reasons given.

None

EC-2021/2-66 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

EC-2021/2-67 Minutes of the previous meeting

It was **resolved** to approve the notes of the meeting of the 28th October 2021 as Minutes.

EC-2021/2- 68 Update on the December event

All the ducks are out and the windows are revealed daily on social media. Voting on the Christmas windows has started and hopefully there will be a piece in the press next week.

EC-2021/2-69 To discuss the Platinum Jubilee and to resolve to recommend to Full Council which road closure to apply for.

It was **resolved** to recommend to **Full Council** the closure of: Church Street for the Jubilee on Saturday 4th June 2022 between the hours of 10:00 and 17:00. The closure of Wignalls Gate by the Beacon from 20:00 to 22:00 on Thursday 2nd June 2022

It was decided to have the Beacon lighting as a small-scale event, ask Highways if we can use grass on other side. Have people doing snacks, ice-creams etc. Have another public meeting in the new year. Ask the Royal Observer Corps to attend re the Beacon Lighting. For the Saturday, ask the local schools if the children can provide some entertainment. Hopefully the Church will run their flower festival over this weekend. Find out about having a tractor run, some could be displayed in the car park of the United Services Club. Ask United Services Club if they would provide bar facilities. Royal Gym are happy to co-ordinate a wheelbarrow race. He will need to know the space available and have various stops for activities. Have to be fancy dress or decorated wheelbarrows. Small entry fee as a fundraiser. Invite local businesses to do something. Have tables and chairs set up. We

have tables but would need more chairs. Have a public meeting on 17th January 2021 at 17:45. Clerk to draw up a list of those to invite.

EC-2021/2 -70 To agree the program of events for 2022

It was proposed, seconded and **agreed** to Recommend to **Full Council** the following events for 2022:

Good Friday 15/04/2022 – Duck hunt with clues in Carters Park

May – Yard sale

Thursday 02/06/22 & Saturday 04/06/22 Jubilee

Sunday 24/07/22 – Car show

August – Yard sale

November – Remembrance (organise Public meeting for February 2022)

December – Christmas Fair (need to liaise with St Nicholas Fair)

EC-2021/2-71 To resolve to recommend the draft budget for 2022/3 to Full Council

It was resolved to recommend £5,000 to **Full Council** as the committee’s budget for 2022/23

EC– 2021/2 72 Items for discussion and agenda item requests.

Compile list of marshals (contact previous marshals)

Invite Members of the public onto the Committee

EC- 2021/2 -73. Confirm date and venue of next Events committee Meeting

The committee will next meet on Thursday 20th January 2022 at 16:00 at Coubro Chambers

Meeting closed at 16:45

Signed Chairman.....Date.....

Minutes of the meeting of Holbeach Parish Council Events Committee, Thursday 20th January 2022 at 16:00

	In attendance	Apologies given
Holbeach Parish Council, Events Committee	Cllrs: I Hutchinson, S Hutchinson R Stevens, M Murfet Clerk: Jan Hearsey	Cllr P Howden
Public including Councillors		

Chairman Cllr I Hutchinson opened the meeting at 16:02

EC-2021/2-74 Apologies for absence and reasons given.

It was proposed, seconded and **agreed** to receive apologies from Cllr P Howden

EC-2021/2-75 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

EC-2021/2-76 Minutes of the previous meeting

It was **resolved** to approve the notes of the meeting of the 2nd December 2021 as Minutes.

EC-2021/2- 77 It was resolved to remove the agenda item to agree the sub-committee to organise the Remembrance Parade from the agenda.

EC-2021/2-78 It was resolved to agree the date and time of the Easter Event as Saturday 16th April 2022 between 10:00 and 14:00

EC-2021/2 -79 To discuss the Jubilee following discussion with interested parties

The public meeting had to be cancelled due to Covid. Cllr I Hutchinson has met with UAH and has three meetings next week, until then there is nothing to report, so defer the item until the next meeting.

EC-2021/2-80 It was resolved to recommend to Full Council to apply for the road closure for Remembrance Day

EC- 2021/2 81 Items for discussion and agenda item requests.

Jubilee event update: Easter Event: Remembrance: Update on Car Show

EC- 2021/2 -82. Confirm date and venue of next Events committee Meeting

It was proposed, seconded and **agreed** that the next meeting will be on Wednesday 23rd February 2022 at 16:30

Meeting closed at 16:12

Signed Chairman.....Date.....

Minutes of the meeting of Holbeach Parish Council Events Committee, Wednesday 23rd February 2022 at 16:30

	In attendance	Apologies given
Holbeach Parish Council, Events Committee	Cllrs: I Hutchinson, S Hutchinson R Stevens, M Murfet Clerk: Jan Hearsey	Cllr P Howden
Public including Councillors		

Chairman Cllr I Hutchinson opened the meeting at 16:30

EC-2021/2-83 Apologies for absence and reasons given.

Apologies were received and accepted from Cllr P Howden

EC-2021/2-84 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

EC-2021/2-85 Minutes of the previous meeting

It was **resolved** to approve the notes of the meeting of the 20th January 2022 as Minutes.

EC-2021/2- 86 To receive an update on the Easter Duck Hunt

The poster has been created, need to come up with a phrase, one letter per duck, have to collect all letters, some in park, some in town. Arrange for gardening volunteers to start Jubilee garden. Approach Bowls Club to ask if interested in open day and do teas and coffees, event on between 10:00 & 14:00. Poster to Clerk for Village Voice by 03/03/22

EC-2021/2 -87 To receive an update on the Jubilee

Meeting next week re the lighting of Beacon (risk assessments & method statement) as required by SHDC. After next week complete the Events Notification Form. Temporary Events Notice also required. Keep event low key due to H & S. Potential for music and say a burger van. Ask SHDC re land opposite. Invite Scouts and Brownies.

Saturday 4th June, the basic programme is for the tractor run at the start, Clerk to speak to Highways re escorted them through the road closure. Park up 6-8 outside Laddies. Clerk to request suspension of parking bays from 17:00 on 3rd June. Around midday there is a band that is interested in coming. Have other things going on, bouncy castle, bungees etc. At around 14:00 Zumba demo. Then have the wheelbarrow race. They must be decorated and two people in fancy dress per wheelbarrow. Depending on how many enter, have several heats. Make a 50p charge for entry to fund prizes. Have entry form with disclaimer. 5 to 6 wheelbarrows per heat and set up stations with tasks. Prize for winner, best decorated etc.



Booked so far at no cost, bouncy castle, bungee trampolines, hook a duck, lady with cakes, donuts, WI cake stall, the Brownies and the Church wish to do something, but it is not know what. UAH have offered to do a demo, Clerk to chase. Need to speak to food outlets and ask if they want food ordering station. The Crown are running a family fun day with BBQ. Linden Secker will be doing a display in the Reading Rooms. Marshal training will be carried out by Cllr S Hutchinson and the Clerk. Will need marshals, hopefully councillors will volunteer, will need a rota. Do we want background music during the day, PA system? 1950's music? See if Church will do Tombola. Get the churchyard planted ready for the Jubilee. Have a best decorated street competition, send in photos by Friday 10th June and give a plaque as a prize.

EC-2021/2-88 To receive an update on the Car Show

Started to map out where everything is going, we have around 120 cars registered so far and can take up to 180. Food and trade stands near school. The date is the 24th July. The crucial time for help is at the set up from 08:00. Royal Gym will come at 10:00, cars from 09:00 to 10:30. Only pre-parking for clubs. Mark out club parking on the Saturday. Cllr M Murfet will marshal. Lat year we had some sponsorship money, we could use to buy track days and raffle. Put the raffle by the first aid post. Ask Masseys re contacts for bikes. Food stalls are free to attend but ask for a donation. School is providing power for bands, but bands need to have leads etc. Need more Hi-Viz

EC-2021/2-89 To receive an update on the Remembrance Parade

Cllr R Stevens explained that there was little to report. The Clerk to contact local groups. We have a volunteer from the town and also a previous RBL person. Approach the United Services Club to ask if they would provide refreshments.

EC-2021/2-90 To resolve to agree the spend for the Jubilee and Car Show

It was **resolved** and agreed to recommended to **Full Council** to spend the following: Jubilee – tree and plaque for each of six schools £300/garden games £250 max/ Bands & music £200/ bunting £200. For Car show - £650 for bands/ banners £130/ toilets £1,000 making an overall total of £2,730

EC-2021/2-91 To resolve to agree the date of the Christmas event

It was **resolved** to agree the date as Saturday 3rd December 2022 with a road closure on the High Street from 18:00 to 20:00

EC– 2021/2 92 Items for discussion and agenda item requests.

Update on each event. Set date for yard sale. Set date for planting Churchyard

EC- 2021/2 -93. Confirm date and venue of next Events committee Meeting

- a) It was **agreed** that the next meeting will be on Wednesday 23rd March 2022 at 16:30

Meeting closed at 17:52



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Signed Chairman.....Date.....

Minutes of the meeting of Holbeach Parish Council Events Committee, Wednesday 23rd March 2022 at 16:30

	In attendance	Apologies given
Holbeach Parish Council, Events Committee	Cllrs: I Hutchinson, S Hutchinson R Stevens, M Murfet & P Howden Clerk: Jan Hearsey Assistant Clerk: Karen Baxter	
Public including Councillors		

Chairman Cllr I Hutchinson opened the meeting at 16:33

EC-2021/2-94 Apologies for absence and reasons given.

There were none

EC-2021/2-95 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

EC-2021/2-96 Minutes of the previous meeting

It was **resolved** to approve the notes of the meeting of the 23rd February 2022 as Minutes.

EC-2021/2- 97 To receive an update on the Easter Duck Hunt

The bowls club will open up for the day with activities and will provide refreshments. Entry forms and sweets can be collected from Councillors in the Churchyard, who will be on a rota basis. Members will begin planting up the closed churchyard. A phrase to go on the ducks needs to be decided upon, however this will not be minuted so as not to spoil the activity

EC-2021/2 -98 To receive an update on the Jubilee and review of the required paperwork

The Clerk to liaise with the Open Spaces team regarding setting the Beacon, attendance and having water available. Clerk to send the risk assessment to SHDC. Cllr R Stevens to look into feasibility and cost of fire works. Cllr P Howden to look into PA system. Clerk to check with fire service to ask if we can have a hose and access to a fire hydrant. Jubilee Day, Saturday, Clerk to submit paperwork and ask traffic Management Co for TM plan, Cllr T Carter has provided funds for the TM plan and diversion. Cllr I Hutchinson to speak to Town Band, Cllr P Howden to look into live music. Cllrs S & I Hutchinson to draw layout plan. Tractors to go through first, Cllr S Hutchinson to liaise and obtain route. The Vicar has confirmed their event will be in the Church. Clerk to book the first aid course. Cllr

I Hutchinson contacted the previous volunteers and only one responded to say no. Cllr I Hutchinson offered 4 volunteers, Cllr P Howden 2, Cllr M Murfet 2, Cllr S Hutchinson 1, Cllr R Stevens 4, Clerk 2, making a total of 15. Clerk to send out Volunteer Policy to all volunteers. Cllr I Hutchinson to obtain insurance & food hygiene certificates from all food stalls. Asst Clerk to look into bunting costs and trees. Cllr I Hutchinson look into plaques for best decorated street. Talk to food outlets, we cannot have a food ordering point but can advertise the businesses. Ask bar to provide their TEN. Clerk Event Management Plan, Events Notification Form and Risk Assessment.

EC-2021/2-99 To receive an update on the Car Show and review of the required paperwork

Clerk to apply for two TEN's for the two different areas, Event Notification Form, Event management plan & Risk Assessment. Asst Clerk investigate costs of toilets and liaise with Cllr I Hutchinson. Cllr I Hutchinson to look into trophies, same as last year. Judges, approach UAH motor department. Cllr R Stevens ask Masseys Garage. Stewards will be the same as Jubilee Day plus Ass Clerk 2. Vehicles are static so minimal risk of fire but ask school if they have bell.

EC-2021/2-100 To receive an update on the Remembrance Parade and to resolve to agree regarding road closures

Meeting with SAG, we may have to go to afternoon slot. Peoples Parade will not work with HPC. SAG trying to talk to Peoples Parade. Peoples Parade currently saying they do not want involvement with RBL, local dignitaries or a church service. The Vicar is concerned as she does not want two events. We have to wait to hear from SAG. Clerk to chase SAG and to ask for meeting minutes. It was **resolved** to agree to apply for the road closure for Remembrance 2023 tomorrow (24th)

EC-2021/2-101 To resolve to agree the date for the yard sale and the planting event

It was **resolved** to agree the date as Sunday 8th May 2022. Taylors have offered bulbs, there maybe some extra funds available for the Jubilee Garden but this needs to go to **Full Council** first. Clerk to contact Taylors

EC- 2021/2 102 Items for discussion and agenda item requests.

Updates for all events plus Christmas Fair. Update on SAG

EC- 2021/2 -103 Confirm date and venue of next Events committee Meeting

(a) It was proposed, seconded and **agreed** that the next meeting will be on Wednesday 20th April 2022 at 16:30

Meeting closed at 17:21

Signed Chairman.....Date.....

Chairman's initials.....

Minutes of the meeting of Holbeach Parish Council Events Committee, Wednesday 20th April 2022 at 16:30

	In attendance	Apologies given
Holbeach Parish Council, Events Committee	Cllrs: I Hutchinson, S Hutchinson R Stevens, M Murfet & P Howden Clerk: Jan Hearsey Assistant Clerk: Karen Baxter	
Public including Councillors		

Chairman Cllr I Hutchinson opened the meeting at 16:30

EC-2021/2-104 Apologies for absence and reasons given.

There were none

EC-2021/2-105 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

EC-2021/2-106 Minutes of the previous meeting

It was **resolved** to approve the notes of the meeting of the 23rd March 2022 as Minutes.

EC-2021/2 -107 To receive an update on the Jubilee and review of the required paperwork

Confirmation received from SHDC that the Beacon has been repaired and can be used. The Clerk has sent the risk assessment to SHDC and is waiting for any feedback. Cllr R Stevens looked into the feasibility and cost of fireworks which was deemed to be too expensive. Cllr R Stevens will look into purchasing glow sticks instead. Cllr M Murfet has a PA system that we can use but due to the amount of events Cllr M Murfet will look into purchasing one.

Cllr P Howden has booked the live music and will contact them regarding performance times of 1-2pm followed by a break and the final performance from 3-4pm, but the final one will be up to them. Cllr M Murfet to look at electric point at the front of the church and a form of shelter will be sourced. Cllr I Hutchinson to speak to Town Band and will contact the Air Corps regarding refreshments. If they are not offering them then we will purchase refreshments ourselves.

We need electric for announcements and will tap into the sub metre, an outside socket with a lock will be put on it. Jubilee day, the map, the event management plan, and risk assessment have been done but the traffic management plan needs to be gone through with a fine toothcomb and be read in fine detail. If everyone can do this and send any



feedback/adjustments in the next two weeks. We need to include covid information in our risk assessments. A separate risk assessment needs to be done for the wheelbarrow race which Cllr S Hutchinson will source. The Clerk has sent out two emails for first aid but has not had a response yet. We must ensure that 1st aid is covered at all times. So far, we have 15 volunteers including committee members. We will ask for additional volunteers on social media. The Clerk to source 10 x Holbeach PC First Aid hi-vis jackets in various sizes. The Clerk will check out insurance cover if the event has to be cancelled.

A soft closure will be in place from 10am and a static closure from 11am. Two people are required at each barrier. There are 3-4 stalls on the stretch of pavement at the entrance to the churchyard. A temporary event notice will cover this area.

EC-2021/2-108 To receive an update on the Car Show and review of the required paperwork

There are approximately 150 cars taking part and Cllr I Hutchinson will chase the paperwork from people to commit. The toilets have been provisionally booked. Cllr I Hutchinson to arrange a date in May to meet with the Strongman competition organiser to get the finer details sorted and to speak with the school regarding access etc. We are going to purchase a PA system to use. We require one more judge.

EC-2021/2-109 To receive an update on the Remembrance Parade

The Clerk is dealing with the RBL representative. Cllr I Hutchinson will clarify with the church if their service will be in the morning or the afternoon, but they won't do both. Ask them to pencil us in. We will wait for confirmation before we send out official invites but, in the meantime, we will put feelers out to see who would be interested. We will invite RAF Holbeach. We will purchase a wreath ourselves and official wreath layers can have number and the ground will be marked and members of the public can lay their wreaths at the end. Invite Sir John Hayes. Cllr I Hutchinson and Cllr S Hutchinson to arrange a band, they will contact the Town Band to ask if they would be interested, if not they will look at others. PA system to be used.

EC-2021/2-110 To resolve to agree the date for a second yard sale

It was **resolved** to agree the date as Saturday 27th August 2022.

EC-2021/2-111 To resolve to agree the planting days for the Jubilee Garden

Cllr R Stevens to source sleepers and once a delivery date known we can book a digging date. A turf lifter to be hired. £500 should cover the cost of the sleepers and hire of the turf cutter. There is between £2.5 - £3K available for plants. When we know the delivery date for the plants, we can book the planting date. It was **resolved** to change the agenda item to preparing days to 7/8-05-22. The Clerk to check insurance to cover hire. Picnic benches to be removed whilst work being done. A plaque can be placed for the £500 donation that we have received.

EC- 2021/2 112 To discuss plans around the Christmas Fair and resolve to agree to apply for a road closure

Cllrs to speak to businesses regarding any ideas and thoughts on times for road closures before the next meeting so that road closure times can be decided.

Cllrs M Murfet and P Howden to cover QD side and Albert Street on both sides

Cllrs I Hutchinson and S Hutchinson to cover the Co-Op side and Albert Street on both sides

Cllr R Stevens to cover Church Street and around Market Hill.

It was proposed, seconded and **agreed** to change the agenda item to defer time of road closure, which is was **resolved** to agree

EC- 2021/2 113 Items for discussion and agenda item requests.

Updates for all events plus Christmas Fair. Update on SAG

EC- 2021/2 -103 Confirm date and venue of next Events committee Meeting

(a) It was proposed, seconded and **agreed** that the next meeting will be on Monday 23rd May 2022 at 16:30

Meeting closed at 17.24

Signed Chairman.....Date.....