

**Minutes of the meeting of Holbeach Parish Council Events & PR Committee, Tuesday 13<sup>th</sup> June 2023 at 14:30**

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

*Chair Cllr T Wiltshire opened the meeting at 14:30*

**EC-2023/4-001 Apologies for absence**

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

**EC-2023/4-002 - 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 nonpecuniary interests in Agenda items. None

**EC-2023/4-003 - Minutes**

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 26<sup>th</sup> April 2023 and to authorise the Chair to sign the official minutes.

**EC-2023/4-004 - Clerks report**

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

**EC-2023/4-005 - Coronation**

- a) An update on the Coronation Events expenditure was received and the budget for the event was not all spent, and to stock items remaining, there were none.

**EC-2023/4-006 – Car Show**

- a) An update on committed expenditure for the car show was received – there is £850 to spend on bands, £21 on the TEN's and approximately £70 on trophies plus already spent £798.75

- b) An update on volunteers was received -the Air Cadets are providing parking direction, in the morning we need 20 but only have 8, daytime needed between 5 & 10 and need someone on our stall. The Clerk said she needed a list of all potential volunteers so that they could be registered. Need more cones and tape.
- c) An update on participants was received, there are 10 car clubs and 150 individual cars so estimate of 300 cars but could be 400
- d) An update on stalls was received, 30 trade stands to include, trade stands, food, electric bikes for children, face painting, bouncy castle, fun fair ride and strongman competition. We have two small and two large banners and there are posters to go out.

#### **EC-2023/4-007- Purchasing**

- a) It was resolved to agree the itemised additional purchase of gazebos see agenda item 2023/4-007 (b).
- b) It was **resolved** to agree the itemised additional purchases of tables and chairs, with the gazebos not to exceed £500 including vat.

#### **EC-2023/4-008 Christmas Fair**

- a) It was **resolved** to agree the date for the public meeting for the Christmas Fair as either the 11<sup>th</sup> or 12<sup>th</sup> July at 17:30 subject to availability of hall hire
- b) An update on the meetings with local organisations and traders was received, a meeting with Millennium Lighting and the fun fair company had taken place.

#### **EC-2023/4-009 Christmas Lights**

- a) It was **resolved** to agree the way forward with the best lit house competition and map in that it would be revisited in October by the Committee

#### **EC-2023/4-010 Remembrance**

- a) It was **resolved** to agree to defer the format of the parade until contact with other groups has been made.
- b) It was **resolved** to agree who will liaise with the RBL in that the Clerk will liaise with the Secretary and Cllr Wiltshire will liaise with the Chair.
- c) It was **resolved** to agree to defer to recommend to Full Council any expenditure (Clerk to look into bands)
- d) It was **resolved** to agree to apply for the road closure for the 2024 parade for the same route between 10:00 and 12:00

**EC-2023/4-011 Yard sales**

- a) An update on the Yard Sales was received and to it was **resolved** to agree the way forward with the advertising and organisation in that signage be around the town and perhaps have an additional one in November

**EC-2023/4-012 Calendar**

- a) It was **resolved** to agree the photos to go on the 2024 calendar as 466 (front cover), 163, 532, 529, 112, 507, 135, 579, 248, 466, 265, 629, 619, 590. Have an explanation with each photo

**EC-2023/4- 013 Press releases**

- a) It was **resolved** to agree the press releases for the car show and yard sales - Car show, over two sites, Royals Gym, entertainment, bands, cars can turn up on the day as no later than 07/07
- b) It was resolved to agree the press releases for the Christmas Fair meeting as no later than the 29/06

**EC-2023/4-014 Meeting**

- a) It was **resolved** to agree the date and time of the next Events & PR committee meeting as Tuesday 18<sup>th</sup> July at 14:00

*Meeting closed at 16:32*

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

**Appendix a**

**Car Show**

The documentation has all been submitted and the balance of the monies due for the toilets has been paid. The trophies are ready for collection.

Remembrance We have received a letter from the RBL regarding our plans for 2023