

LUDGERSHALL TOWN COUNCIL



Minutes of the Civic Events meeting held on 14 September 2021 Memorial Hall Council Chambers, Ludgershall at 7p.m.

Present: Cllr CA Allan, Cllr J Langley, Cllr C Giles, Cllr M Giles, Cllr G Paine and Cllr CA Moore.

The Chair Welcomed everyone and extended a particular welcome to Cllr Paine as this was his first meeting as a member of the committee.

AGENDA ITEM

028-21/22 1. Apologies – none.

029-21/22 2. To Receive Declaration of Interests

All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct. None were declared.

030-21/22 3. Ratify minutes of Meeting Held on 20th & 27 Jul 21. – Having considered the minutes, Cllrs Resolved to accept the minutes of 20 & 27 July 21 as read which the chair then signed as a true and accurate record.

031-21/22 4. Gardens in Bloom – Cllr C Allan reported that the 1st, 2nd & 3rd prizes were won by a Mrs Jackson, a Mrs Hyde and a Mr Blake respectively. Cllr C Allan then satisfactorily answered several questions regarding the competition, relating to how it is judged and by whom, prize fund, and publicising the winners with their garden and the use of social media to advertise this to encourage involvement in future years. Cllr C Giles requested the option to increase the winners fund from £10 to £20 next year.

031-21/22 5. Summer Fete– 28th August 2021. Cllr C Allen presented a post event report she and Cllr Giles had compiled shortly after the event. The locum Clerk then explained the aim of a Main Events List (MEL) it is to provide a planning reference document that identifies the actions, allocation of responsibilities, critical times and dates and where appropriate associated costs and budgets in order to deliver a successful well-planned event on time and within budget and to capture lessons learnt by the conduct of a Post Event Review which would then be used to form basis of a future similar event. After a discussion of the Summer Fete Post Event Review which identified a number of lessons learnt and possible ideas for the next Summer Fete, Cllrs RESOLVED that the Chair was to conduct an in-depth Post Event Review following any future events, which will then form the basis of an MEL for the future. The AA will construct an MEL in conjunction with the Chair for all events.

Action: Chair & AA

033-21/22 6: Santa Sleigh – Cllr C Allan reported that everything was in hand and in response to a question agreed to contact the sleigh supplier with a view to having the sleigh delivered by 30 September 2021.

Action: Cllr C Allan/Office

034-21/22 7: Remembrance Sunday.

- a. Cllr Allan reported that after discussion with the Locum Clerk she had requested the Locum Clerk to construct an MEL for the Remembrance Sunday Event which was then presented to the Cllrs for discussion and comment as a living document. After discussion Cllrs RESOLVED that the MEL is to be circulated to Cllrs by the AA for comment and that it was to be reviewed at the next meeting. In the meantime, the AA was to continue to populate the MEL in conjunction with the Chair. **Action Chair & AA.**
- b. To consider Outside Broad Cast Quote. The office provided the quote, Cllr Allan reported that on the basis of previous experience only one quote had been sought and this company had successfully delivered an effective Outside Broadcast efficiently and at a reasonable cost. The quote was for £808.00 + VAT @ 20% = £969.60. After discussion and in accordance with Financial Regulation 11.1h & 10.3a Cllrs RESOLVED to accept the quote.

Action: AA

035-21/22 8: Christmas Events. Cllr Allan briefed Cllrs on the outline plan Christmas event Saturday, 27th November 1-5pm in the Memorial Hall, 4.30 outside for lights switch on then back in for the raffle. Santa in his inflatable grotto. New risk assessment Cllr Giles will create and complete. 17 stalls £15 each, 5 booked. "vocal groups booked "The 2 of Us & The Vintage Belles wil perform 3 x 45min slots at a cost of £60.00 Waiting for the green light for the trees on the road to arrive, they are on order, Action: AA to contact electricians for x3 quotes to fit lights.

- i) Constructing the Main Events List. **Action: AA**
- ii) Santa Sleigh. Planned for 2 weeks before Christmas / 4 nights covering Perham, Aster Crescent, Corona Estate and Ludgershall, dates will be confirmed closer to the time, giving out sweets. It was requested that delivery of the new sleigh be taken by end of September to allow additional works to be carried out on it.
- iii) Xmas Fayre. Will run on 27th November at the memorial hall 1-5pm
- iv) Lights Switch On. 27th November 4.30pm
- v) Best Dressed Business Window Competition. Will be for shops to compete.

After a detailed discussion Cllrs RESOLVED in principle to endorse the outline plan as presented, however, they directed the AA to construct an MEL in conjunction with the Chair and that the MEL is to be to be circulated to Cllrs by the AA for comment and that it was to be reviewed at the next meeting.

Action: AA

036-21/22: 9. Queen's Platinum Jubilee Weekend. Cllr Allan briefed Cllrs on the outline plan and provisional dates for the main Queen's Jubilee events covering:

- i) Provisional dates. 2nd 3rd 4th 5th June 2022
- ii) Planning points. Thursday 2nd, talent show in the Rec, Friday 3rd freedom parade, Saturday 4th fete with Disco Deon 1-4pm (booked) & bouncy castle (booked), Sunday 5th music in the park, pizza van / Indian food van, bouncy castle & bar and Disco Deon 2-6pm or 1-5pm times not fully confirmed.
- iii) Construction of an initial draft budget. £5K
- iv) Construction of draft Main Events List. **Action: AA**

After discussion Cllrs RESOLVED in principle to endorse the outline plan as presented however, they directed the AA to construct an MEL in conjunction with the Chair and that the MEL is to be circulated to Cllrs by the AA for comment and that it was to be reviewed at the next meeting. Moreover, Cllrs further RESOLVED that the draft overall budget for the event was to be set at £5K and Cllr G Paine was to investigate whether any external grant funding would be available to help fund the event and that he was to report back on this by 29 September 2021. **Action: Chair & Clerk; Cllr G Paine.**

037-21/22: 10. Budgets. Having taken account of decisions made earlier in the meeting Cllrs RESOLVED to set the Civic Events draft budget at £20K.

038-21/22: 11. Agenda points for next meeting .

- a. The holding of an outdoor Cinema Event . **Lead Cllr Paine**
- b. The holding of an Armed Forces Day Event with a provisional date of Saturday 18th June 2022. **Lead Cllr Paine**

There being no further business to discuss the meeting closed at 08.30.pm

Signed..... Dated.....