LUDGERSHALL TOWN COUNCIL



Minutes of the Civic Events committee held on 11th April 2019 in the Town Council Office, 22 High Street, Ludgershall at 7:00pm.

Present:	Cllr C A Allan in the Chair	Cllr B Dance
	Cllr M Giles	Cllr V Dixon
	Cllr C Giles	Cllr J Langley
	Cllr B Cordery	
Representatives:	WO1 Leighton Bull of 26 Engineer Regt	
Absent:	Cllr AKJ Pickernell	

	Agenda Item	Action
116/18-19	1. <u>Apologies – Cllr CD Allan working</u> , the committee resolved to	
	accept these apologies and record under the LGA 1972 Section 99	
	and Sch 12 para 40.	
117/18-19	2. Declaration of Interest – none	
118/18-19	3. <u>Minutes of previous meeting</u> – dated 14/3/19 – no points raised, minutes ratified at the previous Full Town Council meeting.	
119/18-19	4. Easter Disco – Cllr CA Allan advised that everything is ready to	
	go for the event but would be grateful for donations of cakes to	
	serve to the parent helpers. Several members of the Committee	
	agreed to get baking.	
120/18-19	5. Summer Fete – tables – Cllr CA Allan advised that LTC we need	
	to get a quote to purchase 20 tables that will be stored in the new	
	container and will be the Council's for any future events. The	
	Committee would like the same tables as the Scout Hall have	
	recently purchased and it was suggested that Admin speak to	Admin
	Peter Unwin to find out the details. The tables have already been	
	agreed through the F&P Committee. The Council do not need to	
	purchase any chairs. Summer Fete – Money to be allocated/will be	
	required for the Summer Fete and again needs to go through the F&P Committee: Tombola- £100 , burgers - £150 (50p each x 300),	Clerk
	Hot-dogs from Aldi – 8 in a jar for £1.25, 12 jars = £15 , bread rolls –	CIEFK
	on offer at 2 for $\pm 1 = \pm 39$, onions - ± 3 , sauces - ± 3 , cheese slices -	
	f15 , 300 napkins - f2.50 , Pimms f10 per bottle x 10 bottles =	
	£100 , lemonade bottles x 20 = £20 , fruit - £10 , lager – 3 x cases for	
	$\pm 20 \times 2 \text{ cases} = \pm 40$, bitter – 18 cans for $\pm 15 \times 2 = \pm 30$, cider – not	
	sure on exact price but will get bottles and allocate £40 . All drinks	
	will be charged at the event at £1.50 each. £5 needs to be	
	allocated for sweets and we need to source plastic cups. Total to	
	be requested for the event through F&P for food and drink etc =	
	<u>£572.50</u> . In relation to the raffle, Cllr CA Allan has emailed local	
	businesses for prizes and donations.	

121/10 10	C Former for events , revised forms and sever latter. The	
121/18-19	6. Forms for events – revised form and cover letter – The	
	Committee discussed the revised Trade Stall Application Form that	
	has been produced by the Admin Assistant and Clerk. The	A alwa in
	Committee would like to remove the social media details/web links	Admin
	on the form. There was also a discussion about Risk Assessments	
	and it was confirmed that a business has to provide a generic Risk	
	Assessment prior to the event and as the event is being held	
	outside and the weather may change they need to cover all	
	eventualities in their report. On the day they may need to revise	
	the Assessment and WO1 Leighton Bull advised this is called a	
	dynamic Risk Assessment. It was also requested that there be a	Admin
	direct link to the Town Council's Privacy policy on the LTC website – Admin to make amendments and send back to Cllr CA Allan to	Cllr CA Allan
122/10 10	confirm acceptable to be sent out to businesses.	
122/18-19	7. Scarecrows – Cllr CA Allan confirmed that this event will be	
	going ahead as discussed at the previous meeting and the event	
	will be held in the Memorial Hall Car Park during August. The date	Cllr CA Allan
122/10 10	will be confirmed in due course.	
123/18-19	8. 26 Engr Regt Freedom of the Town 2019 – WO1 Bull advised	
	that they are in the process of compiling their guest list which currently includes 2 Major Generals. Once their guest list is 99%	
		WO1 Bull
	complete he will send it over to LTC so their guest list and ours can	
	be collated to prevent duplicate invitations. WO1 Bull advised that he has sat down to fully discuss the event with WO2 Rees and he	
	will be in charge of running the event for 26 Engr Regt. He advised	
	the menus have been sent over – the Committee confirmed	
	receipt of these. WO1 Bull confirmed that they only need a reply	
	from us around a month before the event. There will be a work	
	force at the Memorial Hall on the day of the parade – they will set	
	up the tables, bring crockery and silverware and tablecloths etc.	
	26 Engr Regt will do the entire meal and cleaning up – they bring	
	everything needed on the day. LTC only need to pay for the food	
	relating to whichever menu is chosen and there will be a meeting	
	just before the day between LTC and WO1 Bull, WO2 Rees and the	
	Catering staff of 26 Engr Regt just to run through the plan. Cllr CA	
	Allan asked if it is possible for LTC to arrange for there to be nice	
	flowers at the front of the Memorial Hall by the Dias - Admin to get	Admin
	costs and bring back to the Committee. WO1 Bull advised that they	
	will bring all their regalia such as flags etc – we need to make sure	
	the Memorial Hall has the flag poles out. Admin needs to email	Admin
	the menu choices to all Councillors so they can all vote their choice	
	at the next Full Town Council meeting.	
124/18-19	9. – <u>Remembrance Sunday – Kits for sound system</u> –Cllr C A	Cllr A
	Pickernell absent, so unable to obtain an update. WO1 Bull has	Pickernell/WO1
	been tasked with arranging a bugler for the event.	Bull
125/18-19	10. <u>Second Container</u> – All agreed through F&P and FTC and a	
	Resolution for the funds has been agreed. The Container cannot be	
	ordered yet as sleepers are required and need to be put in place	
	first. Before the sleepers can be ordered we need to approach the	
	Garden Club to move the 1 small tree that is where the Container	
	will need to be located. The Chair advised that she will ask a	
	couple of the allotment holders to help move the tree for LTC and	

	as soon as this has been done the office will be notified so the	Cllr CA Allan
	sleepers can be ordered. Once the sleepers are in, the office can	
	order the container and then get the fence done either side of the	
	container.	
126/18-19	11. <u>Banners</u> – Cllr CA Allan passed to the Admin Assistant an	
	invoice for £84.00 that needs to be paid for the banners. These	
	were shown to the Committee and it was agreed they look really	
	good. The dates will be attached so they can be changed as	
	needed. It was proposed by Cllr J Langley that we actually need to	Clerk
	obtain 2 more banners for the Summer Fete which was seconded	
	by Cllr C Giles and all were in favour. The cost of another 2	
	banners at £84.00 to go through the F&P Committee.	
128/18-19	12. <u>Sleigh</u> – It was agreed by the Committee that the Sleigh is in	
	need of some tlc/fixing/general repairs. Cllr M Giles will organize	Cllr M Giles
	this through Mens Shed and they may in fact make a new one.	
	WO1 Bull also advised that a REME Regiment is moving into the	WO1 Bull
	Garrison in July and he will send us some contacts there as they	
	may be able to assist.	
129/18-19	13. <u>Volunteers week</u> – Admin advised the Committee that NALC	
	are keen to celebrate the contribution of volunteers, especially	
	local Councillors, who all give their time for free. The week is 1 st –	Clerk/Admin
	7 th June 2019 and NALC would like us to let them know what we	
	have planned for the event so they can share it. The Committee	
	advised that as the Summer Fete is being held on 8 th June we could	
	send some photos of the day to NALC to share.	
130/18-19	14. <u>Beer Race</u> – The Clerk had suggested that the Council has a	
	'stop' at the Beer Race being run by the Sports and Social Club on	
	26 th May 2019. Cllr CA Allan advised that she has spoken to	
	someone from the Club about the event and it has been agreed	
	that the Clerk and Cllr N Allingham will be assisting at the stop at	Clerk/Cllr N
	the bottom of Mead Road.	Allingham
131/18-19	<u>15. Agenda Points for next meeting</u> – Checking crockery for the	
	Summer Fete stall, Ludgershall in Bloom.	

There being no further business to discuss the meeting closed at 8.03pm. The next meeting date is to be confirmed.

Signed.....Date.....