

# LUDGERSHALL TOWN COUNCIL



## Minutes of the Civic Events committee held on 12<sup>th</sup> December 2019 in the Town Council Office, 22 High Street, Ludgershall at 7:00pm.

<b>Present:</b>	Cllr C A Allan in the Chair	Cllr V Dixon
	Cllr B Cordery	Cllr J McConnell
	Cllr B Dance	Cllr CD Allan
<b>Absent:</b>	Cllr M Giles	
	<u>Agenda Item</u>	<u>Action</u>
<b>066/19-20</b>	<b>1. Apologies</b> - Cllr C Giles and Cllr J Langley, the Committee resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.	
<b>067/19-20</b>	<b>2. Declaration of Interest</b> – none	
<b>068/19-20</b>	<b>3. Minutes of previous meeting</b> - dated 14 <sup>th</sup> November 2019, Cllr CA Allan confirmed the minutes were ratified at the Full Town Council meeting on 10 <sup>th</sup> December 2019, no further comments made.	
<b>069/19-20</b>	<b>4. Freedom Parade photos - update</b> – Cllr CA Allan advised that herself, Cllr M Giles and Cllr B Dance had chosen the photos for the Commemorative book with Alex Bostock. Admin/Clerk to complete the ordering of the book online as there needs to be a list of attendees added and some tweaks to the page finish etc.	Admin/Clerk
<b>070/19-20</b>	<b>5. Remembrance Sunday – photos</b> – Admin advised that 26 Engineers had sent over some great photos – Admin will email the Councillors copies of them so they can choose which ones they like best. Cllr CA Allan can get these collated with the photos from Steve/Mark Fell in due course.	Admin
<b>071/19-20</b>	<b>6. Christmas – a) Lights update</b> – Cllr CA Allan advised she is currently looking at new string lights for the Memorial Hall as individual strings can be replaced apparently. The Christmas lights in the trees in the Car Park are not working. After a lengthy discussion Cllr B Cordery proposed that new lights are purchased for the trees, Cllr CD Allan seconded, all in favour. Cllr CA Allan will liaise with office to source new lights. Another Councillor reported that the “Merry” sign is on the blink (sometimes OK and sometimes not). Cllr CD Allan suggested that when the lights are taken down that they are separated into piles of what works and what doesn’t for ease next year when establishing what needs replacing. <b>b) Fayre – wrap up</b> – Cllr J McConnell reported that he thought it was the best Christmas Fayre ever. Admin went through the Accounting sheet with the Committee and they asked that the cost of the printing of raffle tickets, posters and banners come from a separate Cost Centre; it was requested that all banners that relate to LTC events are paid for by the Town Council and not the Civic Committee. Cllr CA Allan to take to Finance to discuss.	Cllr CA Allan

	<p>Admin also asked that a stock take is carried out as the balance sheet is not a true reflection of the income and expenditure with there being lots of items that can be used in 2020 at future events. It was noted that it may be useful to have an extra float for cash/change on the day. Everyone thoroughly enjoyed it. It was also finally agreed that a much larger banner is needed for the front of the Memorial Hall for next year. One of the Christmas banners has gone missing and it was again requested that all Councillors attend Town events and that a list of jobs to be done should be circulated by the Chairman prior to the event. We need to ensure that the Grotto is accessible for any disabled children – there is lots of space outside the hall in any case. The layout for the event will be decided next year. <b>c) Santa visits – wrap up –</b> The last Santa visit was yesterday at the Perham Down pre-school (opposite Poppies DayCare). Santa gave out some Christmas presents (that were given to them by the pre-school) and the free toys were given out to the children aswell. The visits around Ludgershall and particularly the new Corunna Estate were excellent. The Committee agreed that they were very well organized this year and that no changes need to be made for next year. Cllr CD Allan suggested that in the case of any of the events for next year that the Committee have all been appointed jobs to do and that they are complete at least a month before the event to prevent last minute mayhem.</p>	
<b>072/19-20</b>	<p><b>7. Correspondence – email from resident</b> – Admin advised correspondence with comments in relation to the hosting of events in the Town had been received. The Committee discussed the points raised and will reply with the responses to the resident concerned.</p>	Admin
<b>073/19-20</b>	<p><b>8. Events for 2020 – a) Good Friday Easter Disco</b> – This has been booked already and will take place on 10<sup>th</sup> April 2020. New banners are needed and decorations for the Memorial Hall; Chair to take matter to Finance for cost agreement. LTC will provide teas/coffees/cakes for donations and the children have a drink provided free of charge. <b>b) Summer Fete</b> – this event is planned for 6<sup>th</sup> June 2020. Cllr CD Allan re-iterated again that there should be a firm plan in place with all actions completed by the beginning of May – there needs to be a strict schedule of who is doing what and by when. There needs to be a new arena area – one for the Dog Show and a Main arena. The main arena should be around 20m x 10m in size and the Dog Show arena approx. 10m x 5m. Cllr B Dance will investigate temporary fencing and stake options and Cllr CA Allan will allocate jobs.</p>	Cllr CA Allan  Cllr B Dance/Cllr CA Allan
<b>074/19-20</b>	<p><b>9. Agenda Points for next meeting</b> – Letters re: Summer Fete</p>	

There being no further business to discuss the meeting closed at 8.05pm. The next meeting date is 16th January 2019 at 7pm.

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