

## LUDGERSHALL TOWN COUNCIL



### Minutes of the Civic Events committee held on 14<sup>th</sup> March 2019 in the Town Council Office, 22 High Street, Ludgershall at 7:00pm.

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

	<u>Agenda Item</u>	<u>Action</u>
<b>101/18-19</b>	<b>1. Apologies</b> – Cllr CD Allan working, the committee resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.	
<b>102/18-19</b>	<b>2. Declaration of Interest</b> – none	
<b>103/18-19</b>	<b>3. Minutes of previous meeting</b> – dated 14/2/19 – no points raised	
<b>104/18-19</b>	<b>4. Easter Disco</b> – Cllr C A Allan has purchased 9 Easter Eggs so far for the raffle. Cllr V Dixon has bags of sweets left over from Christmas that can be used. The posters are in the process of being obtained. Receipts for Easter eggs purchased given to Admin. A cash float for the event is not required and nor are the services of Admin/Clerk as volunteers.	
<b>105/18-19</b>	<b>5. Summer Fete</b> – Cllr C A Allan updated the Committee on the progress of booking stalls. The Committee agreed which Councillors will run each stall. The details have been updated on Admin’s spreadsheet. Cllr C A Allan confirmed that sadly the Petting Zoo originally asked are unable to attend due to serious illness so she is looking for another Petting Zoo. Admin asked how many Rosettes are required for the Dog Show – Cllr CA Allan advised there will be 5 or 6 classes – she will confirm in due course. It was also asked if we can use the local Army Cadets – it was suggested they could be asked to Marshall the event/Car Parks – all agreed this was a good idea.	Cllr CA Allan  Cllr CA Allan
<b>106/18-19</b>	<b>6. Forms for events</b> – It was confirmed that the SAE wasn’t enclosed with the forms to be given to businesses as it should have been. Admin apologised on behalf of the office and will make sure this doesn’t happen with any further forms sent out.	Admin
<b>107/18-19</b>	<b>7. Scarecrows</b> – Cllr CA Allan would like to re-instate this event in August but would like to use John Sparrow’s idea of holding the event in the Memorial Hall Car Park. The Committee agreed this would be a good idea, date TBC.	Cllr CA Allan
<b>108/18-19</b>	<b>8. 26 Engr Regt Freedom of the Town 2019</b> – WO1 Bull advised that his Commanding Officer still needs to write the letter to officially request the Freedom March – he will chase this up. They	WO1 Bull

	are currently preparing 3 menus – Gold, Silver and Bronze for us to choose. Their Guest list is currently being compiled and includes a General. They are having their annual Cocktail Party but holding it a week before the event this year. Cllr A Pickernell advised that we need to co-ordinate the guest lists better this year to prevent doubling up on invites. Admin/Clerk to co-ordinate by obtaining a copy of their guest list and cross-referencing with ours. Admin confirmed that the Road Closures have been applied for.	Admin
109/18-19	<b>9. – Remembrance Sunday – Kits for sound system</b> – Cllr A Pickernell advised he has requested the sound system and is currently awaiting a reply. This equipment was arranged through the military last time and it is good quality equipment.	Cllr A Pickernell
110/18-19	<b>10. Second Container</b> – The Chair has located a suitable Container (20ft x 8ft) for £1535 including the lock. The Committee agreed that this was a very good price and the Council should go ahead and purchase once agreed through the Finance Committee and through Full Town Council (LTC need a Resolution for payment as there is no budget for this item). The Container will be located on Deweys Lane and access will be through the fence which will be secured to the sides of the Container thus making a continuous fence with access in to the Container directly from the road.	Clerk
111/18-19	<b>11. Banners</b> – Cllr CA Allan advised that she has located banners 4ft x 2ft for £35 each. The office were unable to locate these items at such a good price. They will have a section with Velcro so dates/times can be changed as needed. We need to obtain 4 but for now will purchase 2 for the Summer Fair – this needs to be agreed through the Finance Committee.	Clerk
112/18-19	<b>12. Posters</b> – The Summer Fete poster has been produced (Cllr CA Allan has produced and with one slight amendment agreed by the Committee these are now ready for printing). We will be using this template for the banners.	Cllr CA Allan
113/18-19	<b>13. Christmas Lights</b> – Cllr CA Allan has located Christmas lights to go inside the office windows for £15.98 for 9ft. Committee agreed to purchase 2 sets of lights totaling 31.96 once agreed through Finance.	Clerk
114/18-19	<b>14. Sports Club – 13<sup>th</sup> July</b> – Cllr CA Allan was asked if we would combine our Fete with the Sports and Social Club, which she declined as we use the funds from the Summer event to fund the Christmas events for the local children. However our help was offered to assist them and we will run a Tombola stall for them. The Chair would like a rota of helpers and the Committee agreed they are happy to attend – times to be arranged nearer to the event.	
115/18-19	<b>15. Agenda Points for next meeting</b> - none	

There being no further business to discuss the meeting closed at 7.44pm. The next meeting will be held on **Thursday 11<sup>th</sup> April 2019**.

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