

# LUDGERSHALL TOWN COUNCIL



## Minutes of the Civic Events committee held on Thursday 16th August 2018 in the Town Council Office, 22 High Street, Ludgershall at 19:00pm.

<b>Present:</b>	Cllr CA Allan in the Chair	Cllr J Langley
	Cllr M Giles	Cllr V Dixon
	Cllr AKJ Pickernell	

	<u>Agenda Item</u>	<u>Action</u>
<b>29/18-19</b>	<b>1. <u>Apologies</u></b> – Cllrs B Cordery, B Dance, CD Allan & C Giles were all at another meeting, accepted.	
<b>30/18-19</b>	<b>2. <u>Declaration of Interest</u></b> – none.	
<b>31/18-19</b>	<b>3. <u>Minutes</u></b> - of previous meeting have been circulated and ratified at Full Town Council, there were no comments.	
<b>32/18-19</b>	<b>4. <u>Ludgershall in Bloom</u></b> – Cllr CA Allan has been around with an independent judge, all winners have been notified. Shields being engraved and certificates printed. Cllr CA Allan will ask for a donation for the prizes and will liaise with Clerk.	Cllr CA Allan & Clerk
<b>33/18-19</b>	<b>5. <u>Scarecrow competition</u></b> – will be in October ½ term 25/10/18 – 02/11/18. WW1 theme. Committee discussed about advertising more as an event within Ludgershall to encourage non-residents to visit and view. Annual Ludgershall Scarecrow Week, Cllr CA Allan will get sponsors for the banners, to keep costs at a minimum. Costs included, refreshments for the prize giving, hay and assorted items to help families learn how to create the scarecrows and engraving of plaques. Budget to be agreed next month.	Cllr CA Allan
<b>34/18-19</b>	<b>6. <u>Nepalese Cultural Hour</u></b> – unfortunately a date has not been agreed as yet, Cllr AKJ Pickernell will find out for next month's meeting.	Cllr AKJ Pickernell
<b>35/18-19</b>	<b>7. <u>Remembrance Sunday</u></b> – Cllr CA Allan has been in talks with BFBS, they have visited the site and confirmed that they can provide the links that LTC need, there may be a small cost for hire of some items, but it will be kept to a minimum. The Clerk has engaged the Traffic Management Company and applied to Wiltshire Council for the road closure, letters to go out to affected residents are in office, Cllrs to take a section each to deliver. Clerk asked for permission to hire barriers as per previous years, committee agreed. Sentinels will be positioned around the Centenary Garden as well as the Monument. A meeting will need to take place soon between all parties	Cllr CA Allan  Cllrs Clerk

	involved with the service.	
<b>36/18-19</b>	<p><b>8. Christmas – a) Lights</b> – the new lights for the front of the Memorial Hall are arriving Sept/Oct. The committee confirmed that LTC require the same amount of lampposts lighted as per previous year, Clerk to put in the request to Wiltshire Council. Cllr CA Allan will get quotes for the erection of all the lights and will include taking down the broken lights on the car park trees and putting new ones up and look at new lights for the newly trimmed and shaped tree by the Memorial Hall.</p> <p><b>b) Children’s gifts</b> – Cost of gifts to be around £5, gifts left over are mainly older children, therefore will buy up to the age of 8, budget for 70 gifts, totaling around £350. If buying of gifts starts from now then will be easier to handle, Cllrs to use petty cash. Charge for visiting Santa will be £3.00, Santa will be the same volunteer as last year.</p> <p><b>c) Christmas Fayre in general</b> – Times to be kept the same as last year, 2pm till 5pm, Cllr CA Allan has 22 stalls including LTC’s ready to book, and therefore the venue is full. Clerk has produced forms however, LTC’s Privacy Policy needs agreeing at Finance &amp; Policy and then ratified at FTC and put on website prior to giving the forms to stall holders. Committee agreed £100 budget for tombola, Clerk to get Tens license. Cllr CD Allan had researched costs for Mulled wine and beer which will be supplied by LTC and served at bar section in the hall, option 1 will cost around £86, suggestion that paper cups be used for mulled wine as this is more eco-friendly, costs will be brought to next meeting. Tea, coffee and soft drinks to be served from kitchen, and a suggestion of chilli or curry with rice (chicken nuggets &amp; ketchup for children) rather than a bbq, was well received. Cllr V Dixon brought some samples of sweet gift bags to sell at the fayre, discussed, committee agreed a great idea and will wait on researched costs for a budget. Bags to be sold for 50p.</p> <p><b>d) Raffle</b> – Raffle will be sold in advance, Cllr CA Allan will get prices from printers, Clerk to renew gambling license, top prize agreed by committee to be £100. Other raffle prizes to be obtained, Cllr CA Allan will start. The raffle will be pulled at 4.30pm at the Fayre.</p> <p><b>e) Santa Sleigh</b> – Cllrs M Giles &amp; CD Allan will be refurbishing the sleigh next week. Dates for the sleigh pull will be Tuesday 27/11/18 for Perham Down children &amp; Thursday 29/11/18 for Ludgershall children. Same Santa and Elves as last year, budget for sweets will be agreed prior to event dates.</p>	<p>Clerk Cllr CA Allan</p> <p>Cllrs</p> <p>Clerk Clerk</p> <p>Cllr CD Allan</p> <p>Cllr V Dixon</p> <p>Cllr CA Allan Clerk</p> <p>Cllr CA Allan</p> <p>Cllrs M Giles &amp; CD Allan</p>
<b>37/18-19</b>	<p><b>9. Agenda Points to be discussed for next meeting –</b></p> <ul style="list-style-type: none"> <li>• Updated budget/expenditure of Civic Events.</li> <li>• Community Arts – resident visit meeting to explain.</li> </ul>	

	<ul style="list-style-type: none"><li>• Final payment of polo shirts by Cllrs.</li><li>• Family Learning Festival budget.</li></ul>	
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There being no further business to discuss the meeting closed at 8.00pm.

Next meeting will be held on 13th September 2018 at 7pm, in the Town Council Office.

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