

LUDGERSHALL TOWN COUNCIL



Minutes of the Civic Events meeting held on 8th February 2022 LTC Office, 22 Highstreet, Ludgershall at 7p.m.

Present: Cllr CA Allan (in the chair), Cllr J Langley, Cllr C Giles, Cllr M Giles,

AGENDA ITEM

058-21/22 1. Apologies – Cllr G Paine unable to attend for personal reasons. Apology accepted.

059-21/22 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.**

060-21/22 3. Election of Vice Chair. The election of a vice chair was not completed but will be included in the next meeting

061-21/22 4: Ratify minutes of Meeting Held on 9th November 2021. – Having considered the minutes, Cllrs Resolved to accept the minutes of 9th November 2021 as read, which the chair then signed as a true and accurate record.

062-21/22 5: Freedom of the Town – A post event review of the event was discussed, and it was agreed that the event was successful and there were no issues. Councillors present agreed to visit the office to review the professional photographs that were taken during the event to establish which are to be put into a book to document the event. The office will contact other councillors to arrange dates and times of availability. **Action: Admin**

063-21/22 6: Remembrance Sunday – A post event review was discussed, it was agreed that the event was without issues and was successful. There were professional photographs taken at the event which have been received by the office and have been posted on the council website for public viewing.

064-21/22 7: Christmas Events – A post event review was discussed, it was pointed out that there was a shortage of gifts for Santa to give out at the Christmas Fayre, it was agreed that for future Christmas Events more gifts will be required due to growing popularity of the Christmas event, also to reduce the time Santa is available to greet children and give out gifts, this will be taken into account when planning the event for Christmas 2022. Cllr M Giles requested a thank you letter be sent to the gentleman who drove the lorry to transport Santa around the streets during December, Cllr CA Allan confirmed this had already been carried out. Cllr CA Allan felt happy with the financial responsibilities given to her for the Christmas Fayre, she felt confident in managing the cash, she was happy to fully adhere to guidance given by the office regarding collecting and returning items to the office and is happy for the same arrangement to continue with future events.

065-21/22 8: Easter Events Plan – Cllr CA Allan confirmed she has booked an Easter Disco at the Memorial Hall on Friday 15th April 2022. Also, Cllr CA Allan confirmed a company has been booked to

deliver music and entertainment for £125, the office will be sent the details of the company which is booked to confirm the booking and cost. **Action: Cllr CA Allan.**

066-21/22 9: Queen's Platinum Weekend – Cllr CA Allan requested a new flag to be ordered carrying the Platinum Jubilee Emblem, this will be raised when the Mayor opens the 4-day event on Thursday 2nd June 2022. Cllr C Giles agreed to take on the temporary role of a Town Crier for that day to work alongside the council for the event on Thursday 2nd June, a costume will be sought **Action: Admin** A vote was taken regarding the venue, Cllr J Langley proposed that events be held at the Sports and Social Club for 2nd, 4th, and 5th June, Cllr M Giles seconded, carried, three for and one against. The Beacon will be sited and cordoned off, it was agreed that Cllr M Giles and Cllr CA Allan will arrange a group of locals to remain with the Beacon to ensure safety. **Action: Cllr CA Allan and Cllr M Giles.** Cllr M Giles asked for the Ludgershall Town Council Insurance policy be checked to ensure adequate cover. **Action: Town Clerk** Cllr CA Allan read out an email received from 26 Regiment, where they reluctantly cancelled the Freedom Parade due to other pressing commitments. Cllr CA Allan used her Plan B event to replace the event. A street party will be arranged for Friday 3rd June, a 1950's theme will be followed. A road closure will still be in place as was planned for the Freedom Parade. The office had approached 3 caterers for quotes for the event but only received one, a quote of £8 per head for 250 people, total £2000.00 was voted on, Cllr M Giles proposed to accept the quote, Cllr CA Allan seconded all in favour. **Action: Admin** to contact company to accept quote. Concerns were raised regarding litter pick and clean up after the event, Cllr C Giles felt it was worth while to find an outside company and pay for a clean up to be carried out after the event, **Action: Admin** Cllr CA Allan will also approach the Cadets to ask if they are able to attend and help.

The Summer Fete and the entertainment is confirmed, as with Party in the Park. Disco Dion is booked for both days along with food vans, refreshments, face painting. Cllr M Giles requested Mark Fell be contacted to photograph each event for an hour at each event, twice on Thursday 2nd June, for the raising of the flag and at the Talent Show. **Action: Admin.**

067-21/22 10: Sumup Card – Cllr CA Allan discussed the benefits to the council for upcoming and future events to securely receive payments. It was unanimous that it would be an asset. Cllr M Giles proposed to take to Finance for a vote, Cllr C Giles seconded, all in favour. **Action: Town Clerk** take to finance meeting.

068-21/22 11: Armed Forces Day – This event was cancelled however Cllr M Giles felt it could be replanned for 2023. Cllr M Giles felt that Armed Forces Day is planned for the 25th June 2022 and any event should be carried out on that specific date, could Ludgershall arrange some kind of recognition either at the War Memorial or The Memorial Garden or another venue to mark armed forces day. **Action: Admin and Cllr CA Allan.**

069-21/22 12: Gardens in Bloom – Cllr CA Allan requested to move this agenda point to the next meeting. All agreed.

070-21/22 13: Future Events Dates/Plans. The Easter Event was confirmed earlier in this meeting, investigate arranging an Armed Forces Day recognition and venue. **Action: Admin and Cllr CA Allan.**

071-21/22 14: Agenda points for next meeting -

- i. Gardens in Bloom.
- ii. Election of a Vice Chair.

There being no further business to discuss the meeting closed at **8.45pm**

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