

## LUDGERSHALL TOWN COUNCIL



### Minutes of the Civic Events meeting held on 9<sup>th</sup> November 2021 Memorial Hall Council Chambers, Ludgershall at 7p.m.

**Present: Cllr CA Allan, Cllr J Langley, Cllr C Giles, Cllr M Giles, Cllr J Tinkler, Cllr CA Moore, Cllr G Paine.**

#### AGENDA ITEM

049-21/22 1. Apologies – None

050-21/22 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.

051-21/22 3. Ratify minutes of Meeting Held on 12<sup>TH</sup> October 2021. – Having considered the minutes, Cllrs Resolved to accept the minutes of 12<sup>th</sup> October 2021 as read, which the chair then signed as a true and accurate record.

052-21/22 4. Freedom of the Town – 6<sup>th</sup> November 2021 – Post Event Report discussed and agreed that future events require tasks to be delegated more to specific people prior to the event. It was pointed out that more Cllrs than the Civic Events Committee should get involved as the event is linked to the full Council, Civic Events only take the lead with planning and executing it. Going forward it was requested that more help will be needed. More notice to be given to the office where possible to ensure a realistic and manageable time frame is given to carry out all event planning tasks. More focus on RSVP numbers for seating/tables to ensure all guests can be seated. Lead Cllr agreed that using the reference book available at the council office to have more information on the background of the event and the requirements will be helpful for future events of the same basis. Overall, the event was successful and well managed, all Council staff helped where needed and the venue was left to the same standard as it was received in a timely manner. It was discussed by all present to cover the agreed costings for the catering. The last meeting was held on 12<sup>th</sup> October and the quotes were received on 18<sup>th</sup> October resulting in a vote within a meeting not being able to be carried out, and instead an agreement was made face to face, all Councillors involved have signed a document provided by the office to accept the quote from Carl's Catering at a cost of £550.00 this quote was also to provide crockery and table linen and also cleaning up after the event, the quote received from At Your Leisure for a cost of £510.00 for food only was not accepted. **All agreed.**

053-21/22 5: Remembrance Sunday - EPD (event planning document) reviewed, AA booked Mark Fell for 1 hour to cover the laying of the wreaths along with the parade 10.45am – 11.45am Cllr M Giles and Cllr CA Allan will put out cones and barriers prior to the event. Cllr CA Allan has arranged the wreaths and all council staff and councillors will put in £2.50 per

person to cover the cost of the LTC wreath. Cllr CA Allan has confirmed with The Crown to plug into their property for electric supply. Cllr M Giles will lay a wreath for the Town and Cllr CA Moore will lay a wreath for the Council, both Cllr M Giles and Cllr CA Moore will be wearing their Chains. Tea and Coffee, biscuits and cakes will not be offered due to covid and not considered safe to do so, this decision was made based on H&S with the safety of all attendees as focus, a vote was taken Cllr J Langley proposed, Cllr G Paine second, **All in favour**. Following the event AA will carry out a Post Event Report and discuss at next meeting. **Action AA**

**054-21/22 6: Christmas Events** - Santa's Sleigh has been received and is being worked on by Cllr M Giles to add personalization before the event. It was discussed and requested that Cllrs agree in retrospect the new Sleigh be provided by Magna Metal Craft and the costing of £1500.00 for the Sleigh and £150.00 delivery to be agreed. This price was quoted but we are not able to find supporting minutes to confirm a vote was carried out. It was requested that Cllrs agree in retrospect to this, **All agreed**. Additional 10 tubs of sweets to be purchased. **Action Cllr CA Allan** Best dressed window 22<sup>nd</sup> December, AA will create a flyer to share promote **Action AA to create**. Paperwork from the company providing the Grotto to pass the insurance and Risk Assessment documents to the office. **Action Cllr CA Allan**, £15 per stall will be charged and booked stalls will give paperwork and payment confirmations to the office, all forms and payments must be received by 25<sup>th</sup> November 2021. Cllr CA Moore put forward a proposal to have a daily advent update on all social media from 1<sup>st</sup> December to 25<sup>th</sup>, each councilor to send in 2 pictures or videos for AA to use to put on a daily post on our media pages, this will help to promote the council and the Councillors and be fun. Cllr G Paine proposed, CA Moore seconded, **All in favour**. AA will email full Council to request media and the office will randomly post a different post daily in December. **Action AA** The gifts need to be wrapped and prepared, Cllr C Giles requested help to get this done faster due to having a lot to do. It was agreed to carry this out in the Memorial Hall on Monday 15<sup>th</sup> November 2021 from 1.30pm onwards, AA will email all Councillors to request as much help as possible on that day. Cllr G Paine, Cllr J Langley, Cllr C Giles, Cllr CA Allan, AA, all agreed to help, Cllr CA Moore will check if she can help and Cllr J Tinkler may be able to help but will check and confirm. **Action AA email Councillors** to request help and share info with Cllr C Giles and Cllr CA Allan. It was discussed to allow a young local boy to raise funds to support the costs for a charity trip to Borneo he is carrying out in 2022. Cllr CA Allan mentioned allowing him to use a bucket to collect donations from pushing his plea by using his own ideas to raise money while also helping at the event. Cllr G Paine proposed, Cllr CA Moore seconded **all in favour**. **Action AA will contact and confirm with his parents**.

**055-21/22 7: Queen's Platinum Jubilee Weekend** - EPD covered **AA create save the dates**. **Action: AA to generate an advertisement Poster**. Confirmation of times for Disco Dion, Cllr J Tinkler will contact and share the information with AA.

**056-21/22 8: Armed Forces Day** – Cllr G Paine discussed the options for different organisations to book for the day. £1200.00 for motorcycle team, he is still pursuing the Helicopter for a price gauge, planned pricing for stalls £30 per regular stall and £40 for food and drink stall or a donation of profits to be given instead if an option. Cllr G Paine requested Cllr CA Allan to share information on bouncy castle hire companies to compare pricing. Approach companies to discuss sponsorship and using the barriers for the main

arena to display advertising. First Aid will be required. Cllr G Paine will investigate funding options which are available. Re visit a next meeting.

**057-21/22 9: Agenda points for next meeting -**

- 1) Outdoor Cinema Event on the Rec 2022 – Cllr G Paine.
- 2) Armed Forces Day.
- 3) Post Event Report on Christmas Fayre.
- 4) Professional Photographer to retake photographs for the Website.
- 5) Revisit the Covenant / I.D. cards / Personalised business cards for FTC.
- 6) Revisit Armed forces plans.

There being no further business to discuss the meeting closed at **8.15pm**

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