

Coxhoe Parish Council Meeting Minutes: Events, Environment and Finance Committee

Date & Time: Thursday 16 September 2021 7.00pm

Venue: Coxhoe Village Hall

Councillors present:

K Simpson (Chair); S Dunn, K Lowes.

Also present:

C Llewelyn, Parish Clerk; two business owners.

EEF121 Zoom To confirm the Chair for the Committee

It was **Resolved** that K Simpson would be the Chair for this Committee.

EEF122 To receive meeting safety information, to agree the willingness to hold the meeting and to note the Parish Council Public Participation Policy

The Clerk had sent a report stating that the meeting had been convened using advice and guidance from the Government and National Association of Local Councils (NALC), and following the relevant risk assessments drawn up by the Clerk, and enclosed a risk assessment. It was **Resolved (1)** to note the safety measures and risk assessment and further **Resolved (2)** the agreement of Councillors present to hold this meeting while upholding the safety measures and controls implemented by the Clerk. It was further **Resolved (3)** to note the Public Participation Policy.

EEF123 To note apologies

Apologies were received from a representative of St Andrew's. It was **Resolved** the apologies were noted.

EEF124 To receive declarations of interest in items on the agenda

Councillor Dunn declared an other registerable interest as a Director at Active Life Centre and a Trustee of Coxhoe Village Hall. Councillor Simpson declared an interest as a Trustee of Coxhoe Village Hall. Councillor Lowes declared an interest as a Trustee of Coxhoe Village Hall. It was **Resolved** the declarations of interest were noted.

EEF125 To note the Committee's Terms of Reference

The Clerk had circulated the Terms of Reference with the agenda. It was **Resolved** to note the Events, Environment and Finance Committee's Terms of Reference.

EEF126 To confirm the minutes of the meeting of this Committee held on 7 December 2020

It was **Resolved** that the minutes of the Events, Environment and Finance committee held on 7 December 2020 be approved, confirmed and signed as an accurate record.

EEF127 Public Participation

Nothing was raised.

EEF128 To receive feedback from community organisations in relation to events

No feedback given.

EEF129 To consider and plan for Parish Council events and related activity

The Clerk had sent a report.

a) Current advice on events

The Clerk had reported current advice. It was **Resolved** that the current advice on holding events was noted.

b) To note activity to commemorate Merchant Navy Day

It was **Resolved** to note the Clerk's report on Merchant Navy Day.

c) To consider whether to hold a Fireworks Display in November 2021 and to agree arrangements for the event if it is to be held

The Council had delegated a decision about the fireworks display to this Committee at its meeting on 1 September. The Clerk gave information about her report including covid implications for the event and that expenditure would soon need to take place. She provided costs for a contractor to assist with the event preparation, undertake risk assessments and provide a Safety Officer for the event. The VAT advice received by the Council was also reported.

The following were **Resolved**:

(1) the Committee wishes the fireworks display to go ahead, unless there are restrictions put in place or for good reasons the Council consider the event should not take place, and understand the Clerk will from now need to commit expenditure.

(2) to agree that Reaction Fireworks would be the provider of the display.

(3) to agree the expenditure in the report for a Safety and Event Management Officer provided through Alan Hedley events.

(4) note the VAT advice received.

(5) to agree as a Committee that income should be sought from fireworks tickets and not for casual bookings at the sports field for 21/22.

(6) to agree tickets sales at £1.00 each, to Coxhoe residents first.

(7) the Clerk to seek income at similar levels as before from catering and rides contractors.

d) To make decisions relating to Remembrance Ceremony 2021

It was **Resolved** to delegate arrangements for the Remembrance Ceremony to the Clerk working with the Chair and Vice Chair.

e) To make decisions relating to a potential Christmas event 2021

The Clerk has begun the Safety Advisory Group process for a Christmas tree light up event. The following were **Resolved**:

(1) to involve traders in an event.

(2) the Scouts to be asked to help switch on lights.

(3) to seek to engage children's rides, caterers including the gin bar which attended previously and a Santa sleigh or similar if possible.

(4) to hold an event on Sunday 28 November 2021 from 4.00 to 6.00.

f) To make decisions relating to a Christmas shop window competition 2021

The Clerk had provided information about past shop window competitions. It was **Resolved** to hold the Christmas shop window competition with the theme 'Christmas!' and announce the winners at the Christmas event.

g) To consider the programme of potential events for 2022 including Merchant Navy Day, the Queen's Platinum Jubilee, Remembrance Ceremony, Fireworks Display and Christmas Tree light-up. The Clerk had sent information about future events, and plans for the Queen's Platinum Jubilee.

It was **Resolved (1)** the Clerk to seek to arrange a more formal event for Merchant Navy Day 2022.

The following were Resolved in relation to the Queen's Platinum Jubilee in 2022:

(2) the Clerk to arrange five beacons for each village for the beacon lighting on 2 June 2022.

(3) the Clerk to begin work on a 'party in the park' type event for 5 June 2022 in Coxhoe undertaking the Safety Advisory Group process and seeking to obtain the licence for use of the football field in the park.

(4) the Clerk to talk to Quarrington Hill Ward Parish Councillors and Quarrington Hill Community Centre about a potential event in Quarrington Hill on 5 June 2022.

(5) the Clerk to talk to the History Group about ideas for the event.

(6) the Council would like to ensure traders are involved.

It was also **Resolved (7)** to note a Remembrance Ceremony, Fireworks Display and Christmas Tree light-up will be planned for 2022.

It was further **Resolved (8)** to note the report.

EEF130 To consider the Council's budget

The Clerk had circulated the annual budget and had begun to populate the budget amounts for 2022 to 23 for the Committee to consider. Discussion took place over reserves.

a) 2021 to 22

It was **Resolved** to note the budget for 2021 to 22.

b) 2022 to 23

It was **Resolved** to note the Clerk has begun to populate the budget for 2022 to 23.

EEF131 Update and review of activity in the parish in relation to the environment

The Clerk had sent a report.

a) King's Wood

The following were **Resolved**:

(1) the Clerk to arrange repairs to the path to the Kelloe side under delegated authority unless costs escalate dramatically.

(2) the Clerk to arrange cutting back of hedgerows and paths at King's Wood.

b) Coxhoe Churchyard

The following were **Resolved**:

(1) the Clerk to discuss with the Church drainage and seats.

(2) the Clerk to discuss what work a Church faculty is required for and how permission for improvements should be sought.

c) Shaun Henderson Memorial Sports Ground

It was **Resolved** to note the report on the sports ground.

d) Hanging baskets and planters

It was **Resolved** that the Clerk will thank the Contractor and feed back that the Council would prefer more colour and more variation in the baskets.

e) Tender for Grounds Maintenance 2022

The Clerk had sent the tender schedule used in 2019 and asked Committee to note that the tender should be renewed again from April 2022. It was **Resolved** that the Committee notes the need for Councillors to consider the tender schedule.

f) Review of all Parish Council land and land inspections

The following were **Resolved**:

(1) Councillors note that the Clerk is to send out annual and regular inspection forms for use by Officers and Councillors.

(2) note that the Clerk is to get quotes for tree inspections which need to be done, higher risk areas first.

EEF132 Date and time of next meeting

It was **Resolved** the next meeting of the Events, Environment and Finance Committee will be on Monday 15 November 2021 at 6.00pm.

The meeting closed at 8.20pm.

Certified as a True Record:

Chair (Sign)

Date

DRAFT