

Brinsworth Parish Council

MINUTES OF THE EVENTS & COMMUNICATIONS COMMITTEE MEETING HELD ON THURSDAY 09 JUNE 2022

Those present :

Chair : Cllr K L Hollis

Councillors : Cllr J T Chatwyn, Cllr P Gregory, Cllr T Hannan, Cllr C L Jones, Cllr J Watson

Officers : Mrs G Blank, Mrs L Szanto

1 Election of the Chair Person

- To confirm that Cllr Hollis is Chair of the Events and Marketing Committee

RESOLVED: That Cllr Hollis is elected as Chair of the Events and Marketing Committee.

2 Public Question Time

There were no members of the public in attendance.

3 Apologies

Apologies have been received from Cllr Gelder and the reason given was approved.

4 Declarations of Interest

a) To receive declarations of disclosable pecuniary interest (DPI's) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about the council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item of the agenda. A Member with a disclosable pecuniary interest may not participate in any discussions on the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

b) To receive, consider and record Councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

The Chair asked Councillors if they had anything to declare either now or prior to the relevant agenda item.

5 Approval of the Minutes of the Meeting held on:-

14th April 2022

RESOLVED: That the minutes of the meeting held on the 14th April 2022 are approved as a true and accurate record.

6 Ongoing Matters and Updates from Previous Meetings

There were no ongoing issues to report.

7 Newsletter

a) To consider and approve the date of the summer edition of the newsletter

Councillors considered the best time to issue the next edition of the Parish newsletter.

RESOLVED: That there will be a September edition of the newsletter and that all articles are to be received by the editorial team by the end of July. The draft of the newsletter is to be approved at the next Events meeting in August and final copy delivered at the end of August.

b) To consider and approve the editorial team of the newsletter.

It was agreed that all the Committee are part of the editorial team.

Cllr Jones said she enjoyed putting the magazine together but would like a member of staff to support her. The Clerk suggested that in the absence of a Deputy Clerk and her imminent departure that the Assistant Clerk, who is being paid additional hours and salary to cover some of the Deputy Clerk's duties, should take on this alongside co-ordinating events.

RESOLVED: That the editorial team is the Events and Communications committee who will feed in articles to Cllr Jones and the Assistant Clerk to co-ordinate and format.

c) To consider and approve the content of the newsletter

RESOLVED: That the content should be as follows:

- A large feature on Jubilee activities, street parties, Library & post box toppers - Cllr Hollis.
- Chair's annual report - Cllr Jones (already written).
- New Chair's welcome - Cllr Hollis.
- New Vice Chair - Cllr Ridge to be asked to provide an article.
- Hanging Baskets - Cllr Hannan.
- Future Events - Fireworks etc - Cllr Jones & Assistant Clerk.
- Churchyard update - Cllr Gregory.
- Autumn Gardening tips - Cllrs Hannan / Watson.
- Promote Pavilion & Bowling Green - Assistant Clerk.
- Village Fete - all Councillors asked to take photos, write up to be allocated to someone in attendance.
- Blue Light Event - all Councillors asked to take photos, write up to be allocated to someone in attendance.
- The Centre - Two A4 sides to promote The Centre - Front of House co-ordinator to be asked.
- Advertising availability to be put on Facebook - the Clerk.

8 Village Fete

The Assistant Clerk gave the following update on arrangements for the Village Fete:-

- There is a mix of charity, craft and business stalls with approx 30 already booked. She said that most stall holders had completed booking forms and paid but there were still some to chase.
- The bar will be provided by The Centre and final details are to be discussed by their staff next week.
- There are a couple of catering units booked and a couple still to confirm. Ice cream vans

will be on site. One coffee outlet will be on the field and Friend's of St George's Churchyard will be serving refreshments in the Pavilion.

- The toilets will be in Pavilion and a cleaner will be asked to work on the day.
- The 4 Amenity Attendants and 2 Litter Pickers will be on duty on the day.
- The car show is being organised by an outside source and they are dealing with all the paperwork and prizes.
- The dog show is organised by a rescue centre and rosettes have been purchased.
- Pony rides have been booked.
- Children's rides have been booked and an inflatable company has been asked but they still need to get back to us.
- RUCST had been contacted twice but nobody had called back. The Clerk said she would contact Active Regen to see if there were available.
- Rother Radio will be providing a PA system on the day and advertising on their station. Cllr Jones was asked if she could contact Radio Sheffield. Cllr Chatwyn would liaise with the Rotherham Advertiser to put something in the editorial. There were advertising banners to be placed on the field and outside The Centre. The Clerk suggested one be placed on the railings near Brinsworth Lane shops. The Assistant Clerk highlighted that there may be a need for another banner.

RESOLVED: That the Assistant Clerk be given permission to purchase an advertising banner.

The Assistant Clerk asked Councillors if there were any questions and she tried to answer them. She said she would make enquiries as to whether other suggested stalls and activities were available.

Volunteers are required on the day and a few days before the event and the Assistant Clerk asked Councillors for their help.

9 Other Council Funded Events

- a) To receive an update on the Jubilee celebrations from the Assistant Clerk

The Assistant Clerk read out a report from the Library supervisor. Funding of £500 has been granted to the Library from RMBC and the money was spent on craft items and refreshments for the event held on Saturday 4th June 2022. Craft and bunting making activities were held in the Library which saw over 30 children take part. Refreshments were served in the Pavilion by the Library volunteers. On the day there were donations of £45 which will go towards future activities in the Library.

- b) To receive an update on the Blue Light event from the Assistant Clerk

The Assistant Clerk gave an update on the event to be held on Wednesday 17th August 2022 from 11.00 am until 3.00 pm. She said that the Police Events team had been in contact and they were getting back to her to confirm that horses, dogs, Cadets and Neighbourhoods team would be available. She said that not much progress had been made since the Deputy Clerk had left.

Cllr Hannan asked if the Ambulance Brigade and RNLI had been contacted. The Clerk suggested that the Co-ordinator from the Fire Service Cadets may be able to give an update as she had been involved in arranging the event with the Deputy Clerk.

Cllr Jones said that she would ask if Miller Bear was available to attend as he was well

received at the last event.

c) To consider and approve a Council representative at Yorkshire Day

The Chair said that although she would love to attend she was not sure that she could and suggested that as Cllr Buckley was already attending he represented the Council.

Cllr Jones did not agree and thought the opportunity should be opened up to all Councillors as Cllr Buckley had previously attended. The Clerk confirmed that any Councillor can represent the Council but only the Chair would wear the official chain of office.

Cllr Chatwyn still wasn't sure attending this event was good use of public money. The Clerk confirmed that the cost was £55 and only the Council representative is paid for, any additional costs relating to transport, accommodation tickets are paid for by the individual.

Cllr Jones said she believed the budget for this had been cut and the Clerk informed her that it had been reinstated when the budget was reviewed and amended at the Finance meeting held on the 28th April 2022.

RESOLVED: That if the Chair is unable to attend all Councillors be emailed asking if they would like to.

MEETING CLOSED: 20.15