**DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 2nd May 2023 at 7.00pm**

**Present:** Cllr Lynda Duhigg (Chair),Cllr Wendy Veck (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Sue Griffiths, Cllr Katie Sanderson.

**Officers**: George Dyson (Deputy Town Clerk), Karen Bray (Information and Community Facilities Officer).

4 members of the public were in attendance.

1. **CCE280 CHAIRMAN’S ANNOUNCEMENTS**

The Chair opened the meeting at 18:59, welcomed everyone, went through the building fire procedures, and informed the Committee of the following:

* Former Cllr. Reigna Mitchell has passed away – a minutes silence will be held for her at the next Full Council Meeting.
* Next Cinema – showing Allelujah is 24th May at 7.30pm, tickets £7.
* Next Bingo – 24th May in the Anzac Room, 2-4pm.
* Deadline for June eNews content – 22nd May 2023.
* Summer Fair is 8th July 2023, 11am – 4pm.
1. **CCE281 PUBLIC QUESTIONS**

A member of the public informed the Committee that they have attempted to book Community House for an event on 25th November, but has been advised that until this Committee has decided on dates for Winter events the booking would not be able to be taken. Could this Committee please agree for the booking to go ahead.

The Chair advised the member of the public that this would be discussed tonight as part of agenda item CCE288.

Another member of the public raised that at the last meeting of this Committee there was a discussion about a Mayoral Gift, and what the outcome of this was.

The Deputy Clerk responded that the wording of the Mayor’s Handbook was agreed at the last meeting to include that an Outgoing Mayor would receive a Past Mayors badge and a gift – Officers are in the process of procuring the Past Mayors badge.

The member of the public further asked whether the current Mayor will be presented with something.

The Deputy Clerk responded that yes, the current Mayors gift has been organised in line with the 2022/23 Mayors Handbook.

The member of the public further asked whether anything is being done to recognise the contribution of long serving Councillors who are stepping down this month.

The Deputy Clerk responded that nothing has been discussed or agreed at Committee about this, but that recognition and thanks from the Mayor formed part of the recent Civic Reception, and that he will further discuss the question with the Town Clerk.

Another member of the public raised a point regarding the booking of The Dell on 8th July for a car boot sale, that they are aware this matter came to a Full council meeting, but were not aware of a resolution being made as Councillors did not have enough information to be able to make a decision. Do the Council have a policy for events like this, and do we have Risk Assessments, Health and Safety information, and an impact assessment including the impact on the A259 for this event.

The Deputy Clerk responded that the Council does have an Outdoor Events Policy that is being followed for this booking, albeit being overdue for a review, and that Officers are currently in ongoing discussions about the Health and Safety information and other required information from the hirer about the event.

1. **CCE282 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received and accepted from Cllr Job Harris and Cllr Lucy Symonds.

Cllr Sue Griffiths is substituting for Cllr Job Harris.

Cllr Hill was also absent.

1. **CCE283 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **CCE284 TO ADOPT THE MEETING MINUTES OF 11TH APRIL 2023**

Proposed by: Cllr Griffiths. Seconded by: Cllr Veck.

The minutes of the above meeting were **resolved and adopted**.

1. **CCE285 TO NOTE THE BUDGETARY UPDATE**

The budgetary update was **noted**.

1. **CCE286 TO NOTE COMMUNICATION REGARDING THE CAR BOOT SALE AT THE SUMMER FAIR**

The Deputy Clerk informed the Committee that the letter in the papers is a communication received from the Car Boot Sale organisers, that they would like to proceed with a Car Boot sale at the Dell on 8th July, not at Centenary Park.

Cllr Seabrook stated that with regard to comments about the Car Boot sale made during Public Questions, he has attended many Car Boot sales run by this hirer, and that they have all been run well and with no issues, and that we just need to make sure we get the last few bits of paperwork in place.

The Committee **noted** the communication.

1. **CCE287 TO REVEIVE A VERBAL UPDATE ON THE PLANNING OF THE SUMMER FAIR**

The Information & Community Facilities Officer gave a verbal update on the planning of the Summer Fair, including a brief run through of some of the bookings taken for the fair so far.

Cllr Seabrook asked how many bookings there were in total, and how many were left.

The Information & Community Facilities Officer responded that around 45 had booked so far and that there is capacity for up to another 40.

Cllr Seabrook asked whether there are plans for a procession to open the Summer Fair.

The Deputy Clerk responded that the procession last year was the Mayors decision as a way to open the event, and that until we have a Mayor elected for 2023/24 we won’t know how they want to open the event.

The Chair added her thanks to the Information and Community Facilities Officer for all of her hard work on this event.

1. **CCE288 TO DECIDE ON A WINTER EVENT**

The Deputy Clerk and the Information & Community Facilities Officer introduced the item and highlighted the importance of agreeing a date due to limited availability in December.

There was a brief discussion on the possible events that could be run.

It was proposed that we agree that a Childrens Party takes place on 15th December, a Carol Concert on 24th November, and an Adults Afternoon Tea on 20th December.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Sanderson

The Committee **resolved** to **agree** to this proposal.

There was a brief discussion on options for Halloween events.

Cllr Veck suggested that a Halloween Kids party, similar to the successful Christmas party might be a good option.

The Information & Community Facilities Officer reported that there were limited dates available, but that the 27th October was free for this.

The Chair asked that the 27th October be provisionally booked for the Kids Halloween Party.

It was proposed that the Committee allow a booking for a Christmas Market from a hirer to go ahead on 25th November.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Duhigg

The Committee **resolved** to **agree** to this proposal.

1. **CCE289 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR 27TH JUNE 2023**

It was proposed that the next meeting take place on 25th May 2023.

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr Veck

The Committee **resolved** to **agree** to this proposal.

*There being no further business the meeting ended at 19:34.*