

**Minutes of the Events Committee meeting held on 10th October 2023 at the  
Bruton Community Office**

Present: Cllrs Crawford, Baker and Fradley

Officers: Town Clerk (TC) and Assistant Clerk (AC).

Committee Member: Natalie Jones (NJ)

**Public session opened: 7.30pm.**

**Public session closed: 7.30pm.**

**Meeting opened: 7.30pm.**

**EC23/28:Cllr Willson has resigned, as chair and councillor. A new chair needs to be elected.**

It was proposed that Cllr Crawford is chair.

**It was resolved [3-0-0][for-against-abstain]to elect Cllr Crawford as chair**

**EC23/29: Apologies for absence (LGA 1972 s85(1)).**

Apologies received from Cllrs Coulter, and committee members A Baker (AB) and L Cook (LC).

**It was RESOLVED [3-0-0] to accept and approve the apologies submitted.**

**EC23/30: Declarations of interest**

Declarations of Interests Members to declare any interests, including disclosable pecuniary interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any written requests from members for dispensations that accord with the Localism Act 2011 s33 (b-e) (This does not preclude any later declaration).

None.

**EC23/31: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).**

To agree the [minutes from the previous meeting](#) held on 14<sup>th</sup> September 2023 as a true and accurate record of that meeting.

**It was RESOLVED [3-0-0] to approve the minutes of the meeting 14<sup>th</sup> September 2023 as a true and accurate record.**

**EC23/32: To discuss the Bruton Late Night Christmas shopping Event in December.**

- a. Cllr Crawford; update on request for donation from Chamber of Commerce.  
Cllr Crawford gave update; it has been verbally agreed for Chamber of Commerce to donate funds for Street performers for the event. It was discussed that a formal letter request should be sent from Bruton Town Council (BTC) for donation for Street performers and for Light costings. A formal letter from BTC will be sent from Office to request contribution from Chamber of Commerce for Street performers and for lighting.
- b. Event map/plan; For review and finalisation. Confirmation of first aid and lost children from Cllr Crawford.  
LC has this in hand. Cllr Crawford confirmed that first aid and lost children point is at Bruton Community Office,
- c. Litter picking following event; Confirmation from Scouts to be noted.  
TC has received confirmation from Scouts in April 2023, however, it would be advisable to double check this again now it is nearer the time. The organisation of the litter pick and the first aid provision needs to be discussed and determined between Cllr Crawford and the Scouts. Cllr Crawford will organise the First Aid kit provision. Cllr Fradley suggests that mobile numbers are swapped between volunteers so that those first aid trained can be called should the need arise.
- d. Update on Stall bookings.  
NJ gave update; 15 booking forms have been accepted. All have been chased for insurance forms and there are 4 other potential stall holders, so could be a total of 20. It was discussed that it would be better to get a few more if possible. Areas of advertising discussed. It was discussed that all charitable stalls should be free of charge and could go in the church. NJ will begin placing the stalls now that the majority are booked. Cllr Fradley pointed out to NJ that last year stalls had to be on the Chapel side of the road only, as it was deemed necessary for Emergency vehicle access and access to shops. There were one or two stalls that were on the other side where it was deemed possible. NJ will soon begin the stall allocation and will bear this in mind. There have been a few stall requests to go outside certain shops (with permission of the shop owners this will be possible).

- e. Santa and Santas Grotto: to receive an update and to finalise grotto decoration and presents.  
Cllr Fradley reports that Santa has been confirmed, as has the car and chauffer (Cllr Taylor will provide this). LC sent an email report which has been received and this confirms the Grotto arrangements which have been successfully organised.
- f. Advertising; to finalise arrangements for fliers, banners/posters.  
All fliers and posters are ready to go. It was discussed that these will go in all shops, Notice boards and Community Office. Copies also will be emailed to Bruton Primary School, Cllr Baker for him to share with the football club, Sexey's school and Sexey's Hospital, and to Cllr Coulter to share with King's School It was discussed and decided that the week commencing 12<sup>th</sup> November would be when these should go out. The banner needs to be designed by NJ/LC and once design has been completed Officers will order. This needs to be 1m x 4m (dimensions provided by St Mary's) and put up at St Mary's Church after Remembrance Sunday around the 20<sup>th</sup> November.
- g. Programme of events; finalise the timelines for the evening.  
Draft programme of events from last year was discussed and amended appropriately. It was discussed that last year all volunteers assisted stall holders with setting up so that they could then park their cars up swiftly knowing that the stalls were looked after. This worked well and was welcomed, so the same will happen this year. Cllr Crawford to confirm parking for 25 stall holders with Mill on the Brue (as was the case last year). Signage (Arrows/Lost Children/Santa's Grotto this way/First Aid) need to be made and organised which will be directed by Cllr Fradley. Cllr Fradley will approach the Church Warden from St Mary's Church to request the choir by the tree when the lights are switched on, also NJ will ask another choir, possibly to follow Santa's journey to the tree.
- h. Street performers; to consider quote for stilt walkers.  
As the Chamber of commerce have agreed to fund this NJ will confirm the booking for 2 Stilt walkers.
- i. Lighting over Packhorse Bridge; to discuss appropriate lighting and how this will be facilitated.  
Assistant TC, Cllr's Fradley and Crawford to complete a site visit to decide on arrangements for lighting. It was also discussed that a request for PAT testing needs to be made for the Christmas tree lighting.

**NJ left at 8:40pm**

**EC23/33: Remembrance Sunday.**

- a. To note that the TTRO has been submitted, to review the supporting paperwork. TC confirms that this has now been acknowledged and confirmation is expected soon. Supporting paperwork has been circulated electronically with King's School,

St Mary's Church, the Parade Master and Bradsons. It was discussed if a hard copy would be useful and decided that this could be offered. As part of the risk assessment, the Bruton Community Office has been declared as open during the parade for first aid/emergencies. Cllr Baker agreed to be in the office from 10am until 11am.

- b. Wreaths/Poppies; to confirm any TC action. Confirm attendance of the Mayor. Cllr Crawford confirms that they will be delivered to the Community Office by the British Legion as in previous years. Nil further action required.
- c. Signage for no parking on the bridge; Confirm wording and positioning and when they need to go out.

These need to be worded "Please do not park here due to Remembrance Sunday Parade from 9:30am – 11:30am". 4 will be printed and laminated and fixed on the side of Church Bridge; Site visit with Cllr Fradley and Crawford and TC Assistant to determine how to attach.

**EC23/34: First aid training Saturday 28th October 9am – 4:30pm.**

- a. To receive an update and discussion on maximising take-up for the course – reminder to bring your own lunch for this event.  
TC Assistant reported that there are still potentially 7-8 seats to fill. It was discussed that Castle Cary TC have expressed a potential interest. If following a final chase up with other Councillors, there is still space, then this could be offered to Castle Cary TC, Bruton Football team parent volunteers (via Cllr Baker), local schools and if then on to social media offering at £30 charge to local people.

**EC23/35: Budget for 2024/25. To review finalised budget for the next financial year.**

- a. Suggestion for a Community Picnic for 2024 to be discussed as part of budget. This was suggested at previous meeting, due to there being such a gap between Christmas and Remembrance Sunday, however, it has been acknowledged that the Packhorse fair is being organised and therefore there will not be such a gap.
- b. To agree the budget request for the Events Committee 2024/25.  
Suggested budget provided by TC and reviewed. Suggestion to remove Christmas trees from Events Budget and to pass back to Full Council. A rise suggested in Christmas event budget due to increase found this year. Suggested contingency fund discussed and agreed

**It was resolved [3-0-0][for-against-abstain]to approve suggested Events Budget for 2024/25.**

**Date of the next meeting. The next meeting is scheduled for Tuesday 7th November 2023.**

**Meeting closed at 9:00pm**

**END OF MINUTES**