

**DRAFT Minutes of the Events Committee meeting held on 3rd September 2024 at the
Community Hall**

Councillors Present: Councillors Fradley, Coulter, and the Chair Cllr Crawford

Officers: Assistant Clerk (ATC).

Members of Public: 0

Representative from Chamber of Commerce arrived at 7:35pm (Nicky Mendoza-Wilson)

Meeting opened at 7:30pm

MINUTES

EC24/017:Apologies for absence (LGA 1972 s85(1))

Received and agreed from Cllr's Baker, Dunn, and Abi Baker

EC24/018: 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

EC24/019: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).

To agree the [minutes](#) from the previous meeting held on 2nd July 2024 as a true and accurate record of that meeting.

It was RESOLVED [3-0-0] to agree the minutes of the meeting held on 2nd July 2024 as a true and accurate record of that meeting

EC24/020: Vice Chair of Events Committee.

To consider a vice chair for this committee, deferred from the July meeting. This item has for a second time been deferred to next meeting due to low attendance.

EC24/021:Remembrance Sunday.

To finalise arrangements for the following:-

- Blocking parking at Church Bridge.- Arrangements finalised. Cllr Bateman/SLR need to be asked for bollards to be dropped at Cllr Crawfords.
- Named First Aid based in Community Office. – Last year this was Cllr Baker, we need to check if he is happy to perform this role again.
- Wreath Orders/exchange. – Poppy Appeal organiser not present this evening, Cllr Crawford will touch base with him.
- Program prints. – This needs to be checked with St Mary’s Church as they usually organise these with King’s School.

At 7:35 Nicky arrived from Chamber of Commerce

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EC24/022: Bruton Late Night Christmas Shopping

- a. To review 2024 Events Budget.

Budget was reviewed. Although over budget, this is due to the road closure, however, this will also be paying for next year's closure.

- b. To discuss 'thank you' letters and gifts (as appropriate) as part of the 2024 Events Budget.

We need to establish a list of those who will require thank you gifts/cards and this will need to be funded from the Events Budget this year. The list from last year can be found in the office.

- c. To confirm the date for next year's event in order to include both events in one road closure application. The proposed date for next year's event is 4th December 2025.

It was RESOLVED [3-0-0] that next year's date will be Thursday 4th December, and in future will always be the first Thursday of December.

It was RESOLVED [3-0-0] to book the Community Hall for Thursday 4th December 2025 and to note with the Hall it will always be the first Thursday of December in future.

- d. To receive feedback from the Chamber of Commerce regarding donations towards funding.

The Chamber of Commerce have agreed to provide the funding for Santa's grotto's gifts for the children. Chamber of Commerce are happy to approach businesses to see if they would like to sponsor in some way and will feed back. Last year donations were made and split between the food bank and the Bruton Primary PTA, however, it was again discussed that this needs to be separated from the Grotto to make it clear that this is free of charge. Cllr Crawford will make contact with Kim from the Bruton Primary PTA to confirm they are happy to help with childrens activities in the Hall/Grotto area again this year.

- e. Assistant Clerk to feedback on Stall bookings. To note that this needs to be handed over to Abi Baker.

Abi came in to the office today and access to the events@ email is being organised for her to take on this role, and Cllrs Fradley and Coulter are both happy to assist if required.

The point was raised about the scaffolding at The Castle as this needs to be checked when this will be coming down. If still up, this will need a wide gap around this area.

Gilcombe Farm stall will need a fair bit of space as it is the largest stall. Although the Library Junction end might be an option, we need to know if the Record shop is planning to be open, if so, then another possibility is the stepping stones area which might prevent youths collecting there and give more of a presence to that area, perhaps a suggestion for Abi as she is managing stalls.

The Chamber of Commerce will find out which businesses plan to open late and will inform Abi so that this can be included on the map.

Nicky will pass on to Businesses to display in their shop windows that vehicles cannot park along the High Street on this afternoon/evening.

- f. To note that the event has been advertised via Radio Ninesprings and in the Dove recently as well as social media.

Noted

- g. To discuss the possibility of Santa abseiling at the Chapel.

This is being organised between the Chapel and Mill On The Brue, who have asked what time this should be scheduled. It was agreed that the Abseil should start at 5:45pm to allow people to arrive.

Bruton Town Council will need to assist with the landing area and crowd control. Some Chapter 8 style barriers will be required for this and need to be obtained possibly via Bradsons if possible, or ask Cllr Bateman or SLR if they have any. Abi is happy to complete a risk assessment for the landing area.

It has been asked if there may be a bit of support/sponsorship for lighting, music, or even a snow machine, which Nicky will seek through the Chamber of Commerce.

EC24/023: Christmas trees

To discuss and decide upon the process for Christmas Tree allocation for December 2024.

- a. When to issue the letters regarding the Christmas tree allocation for 2024. Cllrs Coulter, Fradley and Crawford are happy to help with delivery and ATC will notify when they are ready.

It was RESOLVED [3-0-0] to issue the letters this week, to also include a note in the Dove and on social media.

- b. To discuss deadlines for receipt of completed forms to request a Christmas tree. To decide whether to allocate a 'first come first served' approach to positioning the trees

It was RESOLVED [3-0-0] to operate a "First come first served" with Friday 8th November as the deadline.

EC24/024: Date of the next meeting. The next meeting is scheduled for Tuesday 1st October 2024. Important for all Remembrance Sunday team to attend this.

END OF MEETING AT 8:43PM

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