

**Minutes of the Events Committee meeting held on
1st October 2024 at the Community Hall**

Present: Councillors Dunn, Coulter, Fradley, Baker, Buckland and the Chair Cllr Crawford, Allan Wilson

Officers: Assistant Clerk (ATC).

Members of Public: 5

Meeting opened at 7:28pm

MINUTES

EC24/025:Apologies for absence (LGA 1972 s85(1))

Received from Chamber of commerce, Bruton PSA, Abi Baker and John Faull Parade Master.

It was RESOLVED [5-0-0] to accept the apologies for absence

EC24/026: 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

EC24/027: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).

To agree the [minutes](#) from the previous meeting held on 3rd September 2024 as a true and accurate record of that meeting.

It was RESOLVED [5-0-0] to agree the minutes of the meeting held on 3rd September 2024 as a true and accurate record of that meeting

EC24/028: Vice Chair of Events Committee.

To consider a vice chair for this committee, deferred from the July and September meetings.

It was proposed for Cllr Dunn to act as Vice Chair.

It was RESOLVED [5-0-0] for Cllr Dunn to act as Vice Chair of the Events Committee

Cllr Buckland and Allan Wilson arrived

EC24/029: Remembrance Sunday.

- a. To confirm finalise arrangements and attendance.

The Parade Master instruction and timings were reviewed and agreed.

King's school will be printing the programs and students will distribute at Church Bridge.

Wreaths have arrived with the Poppy Appeal Organiser, who also has spares and will deliver them all to the office. In future it would be helpful to form a list of who requires a wreath to be ordered. Any spares will be held back for next year.

Large poppies will be going up again this year and are the same ones as last year recycled.

Ceramic poppies are being sold from St Mary's Church and it was suggested that this should be posted on notice boards and social media via BTC to help publicise this.

Kings school chaplain has not been receiving emails regarding meetings, this needs to be checked.

- b. To note a request for a silhouette of a soldier to be placed at Crown Green

Noted.

- c. To note that Cllr Baker has agreed to be the named first aider based at the Community Office.

Noted.

7:43pm 2 members of public left.

EC24/030: Bruton Late Night Christmas Shopping

- a. To confirm that road closure has been applied and paid for, including 2025 closure.

Noted.

- b. To review list of those to receive 'thank you' letters which was circulated in the meeting papers prior to meeting, and to make a decision on gifts for volunteers as part of the 2024 Events Budget.

Thank you cards are to be purchased and sent to list of all volunteers listed, with some personal small gifts for some, as discussed.

- c. To receive feedback from the Chamber of Commerce following their invitation to businesses for sponsorship.

Not present this evening – ATC to follow up by email.

At the end of the meeting, it was suggested that the Chamber of Commerce, with their collection of expertise, might be better placed to take care of the Christmas shopping event organisation in future years, with Bruton Town Council continuing with the responsibility of organising just the road closures for this and the Remembrance Parade.

It was further suggested that the Events Committee would no longer be required.

- d. To receive feedback from the Bruton Primary PSA, to discuss and confirm arrangements for the planned activities at Santa's Grotto.

Bruton PSA representative not present this evening, however, communication was received this afternoon confirming that they are organising the grotto activities. The PSA would also like to receive donations towards new playground equipment for the school, and to have a stall. The donations were discussed and agreed as long as it is clearly displayed on the evening that it is a volunteer donation only, not a charge for Santa.

A stall booking form will be sent.

- e. To note that it is the intention to remove scaffolding to the front of the Prickly Pear by end October 2024. This is subject to satisfactory progress on renovation work. An update will be provided at the end of October.

Noted. This is not a problem if the scaffolding is still there, as stalls can avoid this space.

- f. To discuss the risk assessment for the landing point for Santa's abseiling and to note that Bradsons have been asked for the provision of chapter 8 style barriers to assist with crowd control at this point.

Since this agenda publication, barriers have been sourced from SLR.

Stalls will not be placed near this area.

It was discussed that the risk assessment needs to be provided by the organisers (The Chapel/Mill On The Brue). Bruton town council are responsible for the road closure and can provide marshalling in this area with crowd control. Marshalls will require a copy of the risk assessment.

- g. To confirm parking for stall holders at Mill On The Brue, as in previous years.

Cllr Crawford has not yet confirmed but will make contact.

EC24/031:Christmas Trees

To note that Christmas trees are planned to be installed on 28th November.

EC24/032: Date of the next meeting. The next meeting is scheduled for Tuesday 5th November 2024.

END OF MEETING AT 8:20PM