

**Minutes of the Events Committee meeting held on
5th November 2024 at the Community Hall**

Councillors Present: Cllrs Fradley, Dunn, Coulter, Buckland

Chair: Cllr Crawford

Officers: Assistant Clerk (ATC).

Members of Public: 1

Meeting opened at 7:30pm

MINUTES

EC24/033: Apologies for absence (LGA 1972 s85(1))

Apologies received from Allan Wilson, and Cllr Baker

EC24/034: 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

EC24/035: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).

To agree the [minutes](#) from the previous meeting held on 1st October 2024 as a true and accurate record of that meeting. Item EC24/30f) has been amended which can be seen in meeting papers.

Deferred to next meeting

EC24/036: To discuss option of forming an Events Working Group rather than a Committee.

To look at the possibility of forming an Events working group, including the Chamber of Commerce as members, to organise events such as the Christmas shopping and Remembrance parade. Council to continue support with the administration and costs of road closures only. This would allow for less formal meetings and could work more around diaries for those involved with the expertise in organising such events.

It was further proposed that a recommendation should be made to full council to delegate responsibility of the road closures to the clerk for management.

The working group could refer anything requiring decision to town committee or to full council as appropriate.

It was also considered that a slower approach might be for the Christmas shopping evening alone to become a working group, with delegated powers of road closure and insurance to the clerk. Remembrance Sunday event could remain as a committee, with meetings up to 4 times per year on a trial basis.

It was RESOLVED [5-0-0] to recommend delegating powers to the clerk for road closures and insurance of Christmas and Remembrance Sunday events. It was RESOLVED [5-0-0] to recommend changing the events committee name to Remembrance Day committee, with meetings 4 times per year.

It was RESOLVED [5-0-0] to form a Christmas event working group with less formal meetings, to report back to town Committee/full council as appropriate.

EC24/037: Events Budget 2024/25

To consider the budget setting for next financial year

The budget was circulated in the meeting papers.

Committee are happy with the proposed budget to date.

EC24/038: Remembrance Parade

- a. To note that the road closure order has been received and all official paperwork is available in the Community Office, where Cllr Baker will be based during the parade for first aid purposes.

Noted.

- b. To note that wreaths have been delivered and are ready in the community office.

It was noted and recommended that any that remain uncollected are taken to the memorial on the morning by Cllrs.

- c. To thank the Poppy Appeal organiser for the poppies displayed around the town.

The events committee thanked the Poppy Appeal organiser.

- d. Last opportunity to review schedule and finalise details for the day, including the parking on Church Bridge to be blocked with bollards.

In his absence, the Kings school chaplain passed that the printing and distribution of the word booklets is in hand as well as the Military Band.

As the usual area for parade members to collect is now unavailable due to the Gregs store, this will now be in Mill on the Brue car park.

It was suggested that the Gregs store has also hindered visibility, therefore Budgens could be approached to use their cones to create wider pathway.

Parade master is happy with timings, although the parade will start a few minutes after 10:30am.

A litter picking kit will be available in the office should this be required to clear any rubbish prior to the parade.

The question was raised if the illuminated bollards on the triangle in front of the church could be covered during the parade. It was suggested that someone could standby at the church to cover them up at 10:40am.

EC24/039: Christmas Shopping Evening

- a. To finalise evening's schedule of events:
 - Information for flyers to be shared with Laura, flyers to be provided to Bruton shops for sharing

Stalls to be on correct side of the road please, with a list of shops that plan to open (to be obtained from Chamber of Commerce).

The hog roast stall is large and needs to be asked re the positioning – liaison with Abi Baker, possibilities include the old Truffles spot (with wider pavement), the stepping stones area at lower backway, or outside of the record shop at the end of the High Street.

Country Stores may be opening, with the possibility of more space for stalls here.

ATC will add the evening as an event on social media to encourage attendance.

Discussion regarding the charge for businesses requesting stalls outside of their own stores, and it was agreed that they should not be charged.

It was RESOLVED [5-0-0] that businesses with stalls outside of their own premises' should not be charged, and a reimbursement should be offered to any that have been charged this year, or they may choose to donate towards the evening.

- Synchronising Santa timings

It was agreed that Santa at the Grotto should be ready from 6:15pm with stewards giving the signal for opening the grotto once abseil has finished.

- Steward availability for the evening, including team to unload stalls

All confirmed, with 7 guaranteed Cllrs who will all need elf hats (ATC to organise).

- Santa's grotto – timings for set up and cleaning the next day

The hall is booked from 12:30pm. Volunteers have been organised to decorate with some help from Cllrs. Clean up the next day has been coordinated by Cllrs.

- Signage volunteers – including the banner

Santa's grotto could be better signed, possibly an A board in the high street or a whiteboard which Cllrs will organise.

- Arrangements for extra lighting at packhorse bridge

Cllr Fradley and Coulter happy to install these again (ATC to purchase some cable ties).

- St Mary's Church offer of sheltered space should this be required

In the event of heavy downpour, for stalls with no shelter this has been noted.

b. To confirm parking for stall holders at Mill on the Brue car park

This has been confirmed, but Cllr Fradley will need to remind them on the day to unlock the gate.

At the end of the meeting, it was raised that there have been some comments about the Remembrance parade soldier at Church Bridge.

It is a bit unnerving at night for those approaching, as it can seem it is a real person.

This is not the usual silhouette and it is felt it does not signify peace.

The community would prefer the silhouette with the arms lowered at the side. It was suggested that perhaps the donator would like to donate towards the cost of one for next year or make another one in the traditional silhouette.

EC24/40: Date of the next meeting. The next meeting is scheduled for Tuesday 7th January 2025.

**END OF MEETING AT 8:45PM
END OF MINUTES**