

**DRAFT Minutes of the Events Committee meeting held on 11<sup>th</sup>  
February 2025, 7:30pm at the Community Hall**

Councillors Present: Cllrs Fradley, Coulter, Buckland, Dunn and the Chair Cllr  
Crawford

Officers: Assistant Clerk (ATC).

Members of Public: 0

**Meeting opened at 7:30pm**

**MINUTES**

**EC24/041: Apologies for absence (LGA 1972 s85(1)).**

Apologies received from Cllr Baker, Abi Baker and Allan Wilson.

**It was RESOLVED [for-against-abstain] [5-0-0] to accept the apologies for  
absence and the reasons given.**

**EC24/042: 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.

**EC24/043: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).**

To agree the [minutes](#) from the previous meeting held on 5<sup>th</sup> November 2024 and the [minutes](#) from the previous meeting held on 1<sup>st</sup> October 2024 as a true and accurate record of those meeting minutes.

**It was RESOLVED [5-0-0] to agree the minutes of the meetings held on 5<sup>th</sup>  
November and 1<sup>st</sup> October 2024 as a true and accurate record of those  
meetings.**

Cllr Crawford signed the minutes.

**EC24/044: To review 2024 Christmas late night shopping and remembrance Sunday events and update project care plans as appropriate.**

a. Christmas Late night shopping review

Following review of the event the following recommendations were made: -

- To include “in the event of bad weather conditions” in the letter/welcome pack for stall holders. The Church have been asked if it is possible to agree to using next year for shelter. ATC to ask the Unionist club also.  
**ACTION:ATC**
- To note that Bruton Country Stores are happy to accommodate stalls should this be needed.
- To ask Hauser & Wirth if stalls could be placed in the parking area they own at West End.  
**ACTION:WG**
- Include in letter to stall holders that if they are an organisation then the communication must be passed on to their volunteers (parking instructions etc. No vehicles can be left in the high street, this must be clear).  
**ACTION:ATC**
- Do not have stalls in carparking area at Church Bridge as this did not work.
- To extend the hard road closure; from bottom of the High St (from The Hive), past Catherine’s Hill access, including entire length of High Street, with no access to Lower Backway and Higher Backway. ATC to enquire.  
**ACTION:ATC**
- To publicise the event earlier this year, in September; The Dove/Facebook event etc.  
**ACTION:ATC**
- To get a quote for 3 more banners. One at the bottom of Plox and one on the wall outside Bruton Country Stores and perhaps one at Station Rd car park. To add the First Thursday in December instead of a date to enable it to be re-used.  
**ACTION:ATC**
- To increase the signage for Santa’s grotto, one sign to be placed at the top of the barton to highlight the route from the High Street.
- To make contact with The Chapel informing them that the event insurance does not cover loud music, also, BTC were not informed that this would be played throughout the event. It was alarming for the birds (Pitcombe Rock Falconry) and the Bruetones and the Organ could not be heard. If the abseil is

planned again, BTC need to be fully informed of the arrangements to ensure compliance.

**ACTION:ATC**

- To encourage more children to have stalls.

**ACTION:WG**

- More stewards will be needed in future as there were not enough on the night, with at least one at the beginning, one in the middle and one at the end, strategically placed.

**ACTION:CLLRS**

- To get a quote for some walkie-talkies for the stewards to use.

**ACTION:ATC**

- To get a quote for Reindeer/Donkeys, and to ask Bruton Country Stores if they would be happy to facilitate them. Wincanton TC did this and ATC will approach them to get more information.

**ACTION:ATC**

- The Road closure signage was incorrect and stated that the road was closed from 4:30pm. Road Closure management company to be contacted to ensure it states 4pm.

**ACTION:ATC**

- To double check if the extra lights down the barton were charged, as they were not installed (due to power supply issues).

**ACTION:ATC**

- The route to Santa's Grotto needs to be the alley in-between the Chapel and Community office to ensure power supply. Cllrs will check this is possible in advance with the lights held in the office.

**ACTION:WG**

b. Remembrance Parade review.

Following review of the event the following recommendations were made: -

- Stewards/Parade Master to ensure that those gathering, from 10:30am at Mill On The Brue carpark, are arranging themselves in order for a smoother fall-out process. Posters to be displayed advising the following order list:

1. Band
2. Serving Veterans/Police
3. Ex veterans
4. RBL
5. Council
6. CCF

7. Cadets
8. Scouts
9. Cubs
10. Guides
11. Brownies
12. Schools
13. MOP

- The King's School printed song sheets were much appreciated. To suggest that these are collected afterwards for re-use.

**ACTION:WG**

**EC24/045: Events Budget 2024/25.**

To note final spend to budget.

Reviewed and noted.

**EC24/046: To review the proposed events working group drafted TOR as requested by Full Council (24/117(d)).**

To finalise TOR for recommendation at next full council meeting.

Reviewed and agreed for recommendation to Full Council, with the last specific task "report to full council" to be removed as it is a duplication.

**It was RESOLVED [5-0-0] to approve and recommend TOR to Full Council.**

**ACTION:ATC**

**EC24/047: Events in 2025**

- a. Confirm and note 4<sup>th</sup> December 2025 (first Thursday in December) date for Christmas shopping.

This was checked and noted.

It was highlighted that on the Somerset one.network site the road closure is listed as January and needs amending.

**ACTION:ATC**

- b. Confirm and note that the Community Hall has been booked for 4<sup>th</sup> December 2025 from 12:30pm and 9am – 11am the following day for Santa's Grotto.

Noted.

It was suggested that stall holders are emailed now – To begin with thank you and then a reminder to save the date for this year.

**ACTION:ATC**

- c. To note that the Christmas event road closure application for 4<sup>th</sup> December 2025 has already been scheduled and paid for.

Noted with the earlier suggestions to extend the closure route to begin earlier on the High Street – ATC to enquire.

- d. To discuss road closure requirements for the Remembrance Sunday event on 9<sup>th</sup> November 2025 and to agree to proceed with application (FOC road closure)

Agreed and happy to proceed with application.

**ACTION:ATC**

**EC24/48: Date of the next meeting. This meeting replaced the cancelled January meeting, the next meeting is scheduled for Tuesday 4<sup>th</sup> March 2025.** Committee members to consider whether this meeting needs to take place, if not, then recommendation to full council for it to be cancelled.  
**It was RESOLVED [5-0-0] to cancel the March meeting and to next meet on 6<sup>th</sup> May 2025 as scheduled.**

**MEETING ENDED AT 8:42PM**