



EVENTS STEERING GROUP  
MINUTES OF MEETING HELD  
7.00pm, Wednesday, 14<sup>th</sup> November 2018  
at Catshill Village Hall, Golden Cross Lane.  
B61 0JZ

PRESENT. Cllr N Ward( Chairman), A.Bate, Ms. C Wing. Cllr O.Sweeting. Cllr B. McEldowney, Cllr M Ball

1. Apologies Mrs C. Welsh, Clerk Mrs B Powell, Cllr T Gillespie, Cllr Mrs C. Stark, Cllr P Baker, Cllr S Webb.

2. Welcome from the Chair. Cllr Ward expressed his thanks to those in attendance

3. Declarations of interest (Members Code of Conduct) None

4.To consider members written request for dispensation. None requested.

5. Adjournment of the Meeting for Public Question Time. No members of the public were in attendance.

6. Re-open the Meeting.

7. A reminder from the PC clerk that for each event a Risk Assessment should be carried out and forwarded to the PC clerk as soon as possible. Failure to do so may make any insurance claims invalid. The Bonfire Event was discussed in item 8. A report had been circulated in relation to the Remembrance Event.

8. To review and discuss urgent matters relating to the following events.

8.1 Christmas Light Switch on. Generally as per the Minutes dated Sept 18<sup>th</sup> 2018. Publicity in the shape of handbills to be printed distributed around the village. December 1 is the date scheduled for the Xmas Lihts switch on. On Sat/Sun 17/18 Nov Cllr N Ward is to re route the electrics to seperate the power to the Defibrolator from the outside lighting requirements; he will also erect the Village Hall display and help to decorate the Xmas tree with others. The tree is being donated by Singletons Nurseries – it should be noted that the diameter of the trunk of the tree should be able to fit the tube embedded in the front paved area of the building A public address system is required ie the one by using Ian Hoopers kit ( with his permission) or using other means. Entertainment is being organised By Cllr s Web / Mrs C Welch. Cllr Webb said that the BDC lights have been delivered and would be erected in due time. As previously reported businesses that are affected are to be contacted aand invited to take part as they see fit. Indications are that businesses are unlikely to take up the challenge. It was rreported Catering is as before ie Mulled wine, tea, coffee, snacks.

8.2 Bonfire Event. Cllr B Mc reported that the event went as planned but with minor issues noted that should be addressed for next year Viz. More stewards in high vis jackets directing and controlling the public, more public toilet facilities- query portaloos or similar, extend the fire work display for a longer time period, get quotation for a bigger display. Vote of thanks to Mr A Bate for organising the strongbox to keepthe takings secure. It would have helped if volunteers could have arranged their holiday breaks avoiding the Event night,but thanks to all who did help on the night.

Takings on the night ammounted to £5480.

8.3 Remberance Service. Cllr P. Baker. All went well and according to local press reports some 600 persons of all ages attended. All other information can be found in Cllr P Baker`s notes on the event dated 14/11/2018

8.4 Christmas Meal Event. Generally as per last minutes but with some alterations. Friday December 21<sup>st</sup> Lunch. Using the contact list that the Clerk has contact will be made to them all and ascertain their intention to attend. Assuming that all are accepting and one or two additions a total of 50 covers is what we are catering for. A decision to use outside caterers was made. The caterers will deliver all the hire equipment on the pm of 20<sup>th</sup> December AB/ JB will take delivery at the Hall by arrangement. The pre-cooked meal ingredients will be delivered in large Chafing dishes in sufficient volume to cater for 50 covers at 11.45am lunch can commence service at 13.00. On arrival guests will be offered a choice of Prosecco, or soft drink. During lunch guests will be offered white table wine. Glassware hire and wine providers have been identified and the arrangement offered by Morrisons was selected as the most appropriate. OS kindly offered to use his personal CC to cover the costs and await reimbursement from the PC. Tea/coffee will be provided after the lunch PB to control service. Incidental music will be played during reception and lunch provided will be provided by Ian Hooper/NeilWard .Entertainment is provided after lunch by local artists. It is accepted that the function will cease at around 16.00 hrs (4PM)

To date 17 replies have been received from the public this equates favourably with last year at this time. Others have indicated that they wish to attend but have yet to formally put in the paperwork.

The Baptist Church have suggested that we allow our guests to be approached by them to attend their Xmas lunch on Xmas Day. It was felt that the Data Protection Act would be breached if we gave names and contact details to the Baptist Church- the request was declined.

8.5 Music Festival. No formal Action to date although several residents have indicated a willingness to be involved should it become a possibility.

9. To Agree a time and date and venue for the next meeting. 23<sup>rd</sup> January 2019