



EVENTS STEERING GROUP
MINUTES OF MEETING HELD
7.00pm, Wednesday 13th June 2018
at Catshill Village Hall, Golden Cross Lane.

PRESENT. Cllr N Ward(Chairman), A.Bate, Cllr B.McEldowney, Cllr P. Baker, Ms. C Wing

1. Apologies Mrs C. Welsh (Bromsgrove Centres Manager), District Cllr S. Webb, Cllr O. Sweeting, Cllr M Ball, Cllr T Gillespie

2. Welcome from the Chair. Cllr Ward expressed his thanks to the four people that had attended but regretted that many others who had previously said that they were eager to assist had not attended.

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. To appoint a member to take minutes of the meeting. Mr A.Bate was duly elected.

7. To agree the Terms of Reference of the Steering Group prior to full ratification by the Parish Council. After a brief perusal of the Terms of Reference no objections were expressed by those present.

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

8.1 **Christmas Light Switch on.** It was tentatively agreed that the lights would be switched on from the 1st December 2018 at around 5.00pm. ChW to organise a dancing group as per last year. Suggestions relating to catering centered around Beef Burgers in buns and maybe hot dogs, a griddle plate device was offered on loan. Road closure required from 3.00pm till 6.00pm. Affected businesses are to be asked to participate by setting up stalls outside their premises to promote themselves and the community. Publicity in the shape of handbills to be printed and distributed around the village.

8.2 **Bonfire Event.** The date of the event is 3rd November 2018. BMc advised the meeting that he wished to hold a de-briefing session examining some of the issues arising from last year's event. A plea to locals for any burnable material to be donated to the event. Actions;- book the Meadow, request Ambulance attendance, involve as many personnel as are willing to act as stewards. Concerns were expressed about the security of takings on the night and the conclusion was that some form of strongbox/safe was needed prior to transporting to the Parish office. A better lighting system is required around the entrance area to monitor unwelcome people to the event. Suggest hire of generator and lighting cluster. BMc showed the meeting his action plan covering publicity, risk assessment etc. which will form the basis of his de-briefing. At a date yet to be fixed.

8.3 **Remembrance Service.** The social club is to be approached to secure the room. PB, again, made a plea for help in setting out the chairs for the In-house service and putting them back to their original positions prior to the service at the Memorial. The Scouts have always been

involved but they are called away to join the parade immediately the indoor service is completed- other people are needed. AB is to display the books of remembrance. PB has organised a meeting in September 2018 calling on all the interested parties to attend. Road closure needs to be organised as per other years.

8.4 **WW1 Commemoration Event.** Following the collapse of the proposed outdoor enactment event PB suggested an indoor event based upon a senior authority figure giving a talk about some aspect of WW1 and WW2 illustrated by video footage displayed on the screen. PB will pursue and report.

8.5 **Christmas Meal Event.** The event will take place during the afternoon of 21st December 2018. NW is confident that all the arrangements for a successful afternoon will be in place. We will cater for 50 covers. We need Kitchen staff, Waiting staff, Transport staff, Drinks staff etc. NW believes that the Parish Clerk has a list of attendees from last year and that will be the basis of this year's lunch. Publicity should be made in the Autumn issue of the Parish Magazine. As a matter of cost comparison an outside caterer should be asked to quote for the food preparation and delivery to site only. This will still leave a community involvement in the Waiting aspect. Anyone with contacts in the catering business should enquire on this basis.

8.6 **Music Festival** In the absence of Cllr P. Masters who we understand is the main proposer of this event the meeting had little to talk about. We understand that Music Festivals in Catshill a few years ago were a great success and were well attended. A deal of Health and Safety aspects will have to be addressed if it going to be resurrected.

9. To agree working parties for each of the above events. Due to the poor attendance of this inaugural meeting only the Lead person can be nominated for certain events and they are:-

8.1 **Christmas Lights**-- Claire Wing, Cheryl Welsh, Cllr Neil Ward

8.2 **Bonfire**-- Cllr B McEldowney

8.3 **Remembrance day**-- Cllr P Baker

8.4 **WW1 Commemoration Event**—Cllr P Baker

8.5 **Christmas Lunch**—Cllr N Ward

8.6 **Music Festival**—Cllr P Masters (nominated in his absence)

10. To Agree a time and date and venue for the next meeting of the Steering Group The next meeting of the Steering Group is on Wednesday 18th July 2018 at 7.00pm in the Village Hall Committee Room.

11. A.O.B. None