



Minutes of the Community Events Committee Meeting held on **Tuesday, January 30, 2024** at **19:30 - 20:30** in the **Roade Community Library, High Street, Roade, NN7 2NW**

Present: Cllr S Shrubb (Chairman), Cllr S Khan, Mrs K Johnson – Roade Brownies, Mr T Armstrong – Roade Bowls Club, Mrs S Kitchen – Roade Royal British Legion, Mrs M Smith – Roade Woman's Institute and Mr P Smith – Roade and Quinton Old Folks fund.

Mrs V Horton – Deputy Clerk to the Council.

	Action
CEC/24/1 - To receive and approve apologies for absence Mrs C Jackson, Mr R Wood, Mrs M Armitage, Mrs S Hagon and Mrs R Payne. RESOLVED: The reasons for apologies be accepted.	
CEC/24/2 - Public session None.	
CEC/24/3 - Declarations of Interest None.	
CEC/24/4 - Requests for Dispensation None.	
CEC/24/5 - Response to issues raised in the public session Nothing to respond to.	
CEC/24/6 - Approval of the minutes of 8th November 2023 RESOLVED: The minutes were approved and signed by the Chairman as a correct record of the meeting.	
CEC/24/7 - Matters arising from the minutes not covered elsewhere Nothing.	
CEC/24/8 - Review Events Budget RESOLVED: £9,273.41 has been spent to date, leaving the remaining budget at £5,726.59. Income received to date is £2,289.16, so combined the remaining budget is £8,015.75.	
CEC/24/9 – Post event evaluations 1. Remembrance Day RESOLVED: The clerk to enquire as to whether a PCSO can attend the next Remembrance Day event to help with road closures. Parade to start slightly later so that residents have time to arrive and won't miss the beginning. Produce a written protocol in case of an emergency where through access is required. 2. Christmas Lights switch on	Clerk

<p>RESOLVED: The event had a good turnout. The inflatables were well received. Clerk to enquire whether Santa and his sleigh are available to attend the next Christmas Lights switch on. Clerk to investigate the costs of Christmas lights on the High Street.</p>	Clerk
<p>CEC/24/10 Event Consultation Receive feedback from the events public consultation and resolve next steps RESOLVED: Many residents would like to see more events happening. In order to run more events, we need more volunteers and/or sponsorship.</p>	
<p>CEC/24/11 - Easter Event 1. Review Budget/Expenditure RESOLVED: Nothing spent so far. 2. Resolve start and finish time RESOLVED: The event will run 1pm-4pm. 3. Agree design for banner RESOLVED: Agreed design with the following amendments: Date and time to be printed and not removable. Remove start location as there will be several options. Remove 'Meet and greet with the Easter Bunny' 4. Appoint members of the of the working party to design the trail RESOLVED: Any members who would like to participate can email the Clerk with their interest. 5. Appoint volunteers to assist on the day RESOLVED: Cllr Shrubb, Cllr Sinfield and Cllr Harker. 6. Resolve to purchase or hire an Easter bunny costume RESOLVED: To purchase inflatable Easter decorations instead. 7. Resolve number of Easter eggs needed for the event RESOLVED: Clerk to ask Jackson Grundy to supply 400 eggs with any remaining ones to be donated to NGH children's ward/paediatric A&E. 8. Resolve activities/entertainment at the Bowls club RESOLVED: Clerk to check with the Croquet Club as to whether the green field car park could be used for activities. Bowls Club bar will be open. 9. Resolve any next steps and future actions RESOLVED: Clerk to investigate face painter's availability.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>CEC/24/12 – D-Day 80th Anniversary 1.Review Budget/Expenditure RESOLVED: £8000 budget, to date £625 ex VAT has been spent on the deposit for fireworks and earmarked is £75.00 and £50.00 for singers and a further £1875 on the balance for the fireworks – leaving a balance of £5375. 2.Receive updates RESOLVED: Cllr Shrubb to confirm hiring a trailer, including lighting, sound and steps this week.</p>	Cllr Shrubb

3. Agree design for banner RESOLVED: Agreed the design with the following amendments: Lighten the colour Add 'Roade' into the title Remove aeroplane, parachute & find more suitable images.	Clerk
4. Resolve whether to purchase D-Day official lapel badges RESOLVED: Not to purchase lapel badges.	
5. Resolve any next steps or future actions RESOLVED: Cllr Shrubbs confirmed the Scouts will loan their marquee, tables and chairs to use for the bar but may need help putting them up. Clerk to enquire if any aeroplanes will be flying over at the time of event.	Cllr Shrubbs Clerk
CEC/23/93 - Close The meeting closed at 8.30pm.	
CEC/23/94 - Date of next meeting Tuesday 27 th February at 7pm at Roade Community Library.	

Signed: _____

Date: _____