

**Prestbury Parish Council**  
**Minutes of Events Committee Meeting**  
**Held Monday 1<sup>st</sup> November 2021**  
**In Prestbury Village Hall, Prestbury, Cheshire, SK10 4BW**

**Attendance**

**Cllr Peter Holes (Chair)**  
**Cllr Marilyn Leather**  
**Cllr Valerie Herbert**  
**Cllr Arthur Dicken**  
**RFO Susan Dalrymple**

**Apologies**

**Cllr Danny Franks**  
**Cllr Tony Toole**

**Members of the Public**

**Lisa Cowley – Independent Street. Lisa Cowley joined the meeting at 3.45pm, solely to discuss her role in the forthcoming Winter Fair. Lisa left the meeting at 5pm.**

**Minutes**

<b>1</b>	<b>Minutes of Meeting</b>
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Proposed and agreed the minutes of the previous meeting, held on 18<sup>th</sup> October 2021.

**Action:** RFO Dalrymple to send the Clerk (Mark Wheelton) the agreed minutes of the Events Committee of 18<sup>th</sup> October 2021, to ask PPC to note the minutes.

<b>2</b>	<b>Review of Master Plan</b>
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Prior to Lisa Cowley joining the meeting, it was proposed that Independent Street ('IS') be given permission to organise 45 'commercial' stalls and up to a maximum of 10 'community' stalls. Proposed by Cllr Holes, 2 Cllrs agreed and 1 Cllr objected.

**Action:** Cllr Holes to ensure that the Public Liability Insurance is in place, and that the correct name for IS is used within the contract.

Lisa Cowley ('LC') joined the meeting. The Master Plan for the Winter Fair was reviewed and discussed in conjunction with Lisa. The following points from within the Master Plan arise:

**Action:** Cllr Holes to update the Event Plan to reflect the discussions with Lisa Cowley.

**Action:** Cllr Herbert to obtain a contact name for the Flower Club, to see if a 'community' stall is wanted.

**Action:** Cllr Holes & LC to agree the stall layout 'in groups' at least 2 weeks prior to the Winter Fair 'to map out' the location of the stalls.

**Action:** LC to contact the PTA of Prestbury Primary School.

**Action:** LC to contact James Hall, the balloon man and to liaise re: his contribution (£) to PPC.

**Action:** It was proposed and agreed that LC will provide hand sanitiser for the stalls.

**Action:** Cllr Dicken to contact East Cheshire Hospice.

**Action:** Cllr Dicken to examine the detail of the Road Closure Plan from Amberon (this has been sent back from Amberon as agreed) to ensure that the details of the plan are as agreed.

**Action:** Cllr Holes to email Andrew Latham (Cheshire East) to obtain an update on the Temporary Events Licence application.

**Action:** Cllr Leather to enquire with Poynton Parish Council re: the Santa Sleigh.

**Action:** Cllr Holes to update the draft 'time plan' last used in 2019 with any times so far agreed.

**Action:** Cllr Franks to organise Corex signs to point to First Aid stations & to PPC's marquee (lost children etc). John Marshall makes these signs for Alderley Parish Council & LC has his contact details.

**Action:** Cllr Holes to laminate 12 'Notice of Road Closure' signs, as previously provided by Cllr Herbert. Cllr Herbert to put up the signs.

The quote from St John's Ambulance for First Aid cover of £231 + VAT = £277.20 was discussed. Proposed and agreed to accept this quote.

**Action:** Cllr Holes to contact Smart Parking re: the cancellation of parking tickets on the day of the fair.

Proposed and agreed for Cllr Holes to purchase a cable safety tunnel / sticky tape with an agreed budget of £100.

Proposed and agreed for Cllr Holes to pay the pro-forma invoice for Maximom (10 walkie-talkies) by VISA debit card.

<b>3</b>	<b>Financial Plan</b>
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Proposed and agreed to update the financial plan for 2021 for the amounts discussed above.

<b>4</b>	<b>Timetable</b>
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It was agreed to hold the next two Events Meeting on Monday 15<sup>th</sup> & Monday 29<sup>th</sup> November 2021, both at 3.30pm in the Village Hall. A provisional meeting is scheduled for Monday 6<sup>th</sup> December 2021, due to the forthcoming Winter Fair on Sunday 12<sup>th</sup> December 2021.

<b>5</b>	<b>Closure of meeting</b>
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The meeting closed at 5.25pm.

Cllr Peter Holes  
Chair, Events Committee