



Prestbury Parish Council

Minutes of Events Committee Meeting

Held Tuesday 25th October 2022

In Prestbury Village Hall, Prestbury, Cheshire, SK10 4BW

Attendance

Cllr Arthur Dicken

Cllr Danny Franks (Chair)

Cllr Valerie Herbert

Sue Davies (Clerk to the Council)

Members of the Public

Lisa Cowley from Independent Street – given permission from the chair to contribute into the discussion on all items relevant to her.

1. Apologies for Absence

None received.

2. Declarations of interest.

None

3. Public participation

None

4. Approval of previous minutes and notes

The minutes from 21st June 2022 were approved as an accurate record.

5. Winter Event Plan

a. Insurance and risk assessment

The insurance provision was discussed as both the Parish Council and Independent Street hold public liability for events. It was agreed that the Clerk discuss this further with Gallaghers Insurance to ensure terms are being complied with and that the Clerk, Lisa and Cllr Franks discuss it outside of the meeting to report back.

It was noted that both Independent Street and Cllr Dickens have completed risk assessments.

b. Road Closure Plan

Cllr Dicken reported that the road closure application to Cheshire East was complete.

c. Other Issues

- Cllr Dicken to circulate the road closure email

- Confirmed that the TENS notice has been received
- First Aid / Lost Child will be situated outside the Chemist
- Lisa to circulate a list of community groups being given a free stall.
- Lisa to investigate any improvements that may be made to improve accessibility for the visually impaired.
- Cllr Franks will organise table and chair hire and will liaise with the village hall.
- It was agreed not to use hay bales again due to the mess left.
- The system of numbering stalls at the Summer Fair onto the plan was deemed good and will be used again.
- Lisa reported the same number of stalls as for the summer fair, with two less community stalls.
- Lisa has ordered the waste bins from ANSA and confirmed that she pays this charge.
- It was agreed to market the fair on the Council's social media as well as that of Independent Street. It was agreed to wait until after Remembrance Sunday. Lisa was asked to send the artwork to the Clerk.
- The Santa's Grotto location was raised.
- The need for trade parking arrows onto A-boards was raised.
- The Clerk was asked to contact Smart Parking to arrange for parking to be suspended on the day such that the carpark be used by a funfair.
- It was raised that the situation at Abbey Mill needs clarification regarding who can use the road whilst the event is on. Cllrs Herbert and Frank agreed to investigate this.
- The distribution of leaflets to residents was discussed.

6. Authorisation of Expenditure required for the Christmas Event (and receipt of quotes where applicable) to include:

a. Road closure costs

Cllr Dicken presented three quotes to the meeting. The committee resolved to approve the quote from Amberon for £975 because they have been reliable, know the village and the road closure requirement and none of the other quotes received were significantly cheaper.

It was further resolved that Amberon be named as the approved supplier for a period of three years before a tender exercise be again conducted as long as there are no significant price increases or change to the service.

b. Entertainment

The committee approved the following expenditure:

- Punch and Judy - £425
- The Voice Box - £450
- Crewe Brass - £500

c. Any other expenditure requirements raised

None

Signed

Cllr D.Franks
15th November 2022

7. Financial Plan

The committee received a verbal review from the chair on the financial plan for the Christmas Event.

8. 2023-2024 Budget

The committee resolved to request £6000 as a budget in 2023-2024 to run the Summer and Winter Fairs.

9. Items raised by Chair, Clerk or Members

None.

10. Date of next meeting: -

Date of next meeting Tuesday 15th November at 19.30, Prestbury Village Hall.

Signed

Cllr D.Franks
15th November 2022