



Prestbury Parish Council

**Minutes of Events Committee Meeting
Held Tuesday 15th November 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 15th November 2022 were approved as an accurate record.

5. To review on consider the generic plan put into place

The Winter Fair plan, produced by Cllr Franks, was proposed as a template going forward for future events. The committee stated that the document was extremely useful. It was noted that the organising body should be Prestbury Parish Council.

6. Winter Fair Event Plan

a. To agree the amalgamated risk assessment for the event.

It was noted that there are currently two risk assessments which need combining to prevent overlap.

Action: Cllr Dicken, Cllr Franks and Lisa Cowley to combine into one document.

b. To consider and authorise the expenditure for the hiring of tables and chairs. (note: £200 deposit already paid).

The need for final confirmation of table and chair hire was highlighted and the layout was discussed. The order would add to those supplied by Independent Street. The

Signed

Cllr D.Franks
22nd February 2023

committee authorised expenditure for the required table and chairs from the supplied quote.

It was also agreed that Cllr Frank could order the use of a hire van from the budgeted money up to £100 to bring the gazebos to the site from the storage.

Action: The clerk and Cllr Franks to progress the orders.

c. Entertainment Provision

Lisa Cowley updated on the entertainment provision. It was noted that purchase orders had been submitted by the Clerk. It was agreed to look at some alternatives for the following year to compare costs. It was agreed to approach the schools for future events.

d. Stalls Issues (feedback from Independent Street).

Various discussion around the positioning of stalls and community groups took place.

e. Marshalling required.

Cllr Dicken and Cllr Herbert agreed to organise marshalls. Lisa Cowley stated she'd be organising volunteers for the market.

f. To discuss and agree any other organisational matters.

- The Artwork going forward was discussed, especially around who should produce this.
- The potential use of sponsorship in future years was discussed.
- The use of whistles was suggested for communication between marshalls and first-aiders.

7. Financial Plan: To receive a review from the chair on the financial plan for the Winter Fair.

The committee received a resume of the finances which were projected to come under the £3000 allocated.

Action: The Clerk to provide financial statements going forward.

8. Terms of Reference: To review the Terms of Reference for the committee for recommendation to Council.

It was agreed to defer this item.

9. Items raised by Chair, Clerk or Members

None raised.

10. Date of next meeting: -

It was agreed to have an online briefing meeting for the final arrangement and to ensure everything is in place on the 1st December in the evening. A further briefing meeting will be held on the day before the event starts (11:30am).

Date of next committee meeting to be held on the 11th January at 6:30am, Prestbury Village Hall.

Signed

Cllr D.Franks
22nd February 2023