
Hollinswood and Randlay Parish Council

Chairman of Events: Cllr J Johnson

Clerk: Katrina Baker MBE

EVENTS COMMITTEE

MINUTES of the meeting held on Monday 26th June 2023 at 8p.m. at Hollinswood Neighbourhood Centre.

PRESENT: Councillor J Johnson
Councillor J Creed
Councillor S Unwin
Councillor H Unwin
Councillor S Vaughan-Hodkinson
Councillor C Prescott
Councillor S Snell

In Attendance: Katrina Baker, Clerk
Glyn Johnson
Liam Seabury
Stuart Fisher
Councillor C Turley
Councillor P Farrar
Graham Snell
Xander Johnson

E23/015 WELCOME

Councillor Johnson welcomed everyone to the meeting. All Councillors had been invited to attend, especially for the briefing for Fun Day. Thanks were also extended to Graham and Xander for attending the meeting and for volunteering as stewards on Sunday.

E23/016 APOLOGIES

None

E23/017 DECLARATIONS OF INTEREST

None

E23/018 MINUTES OF THE MEETING HELD ON 22nd MAY 2023

It was proposed by Councillor H Unwin and seconded by Councillor Prescott, all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 22nd May 2023 be accepted and signed as a true record of the meeting.
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E23/019 MATTERS ARISING

Recycling Bins for Events

As previously agreed, a further 2 recycling stations have been purchased. We now have a total of 4 x 2 – one will be used by the catering van at Fun Day.

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E23/020

PARISH COUNCIL EVENT SHIRTS

It is important that Stewards are easily identifiable at Community Events. It is also Parish Council policy that staff and councillors are identified by their ID badges and Parish Council T-shirts.

Whilst we still have a number of shirts from previous years available, we do have a mixture of colours.

We now have new Members, Staff and Volunteers and it was considered that we should purchase a new set of shirts to be available for future events.

After a lengthy discussion, it was agreed that we would order the Royal Blue lightweight shirts, with the Parish Council logo (at a cost of £6.50).

All Councillors (and volunteers) are asked to confirm their size to the Clerk as soon as possible - this information must be received by Monday 10th July for the order to be included.

New Councillors or volunteers attending Fun Day on 2nd July will need to have one of the original T-shirts.

We have funding available in the Events Budget to cover the cost. It was proposed by Councillor Snell and seconded by Councillor S Unwin and this it is

RECOMMENDED that the Parish Council purchases a quantity of light-weight, royal blue polo shirts, with the PC logo, in various sizes, at a cost of £6.50 each.

E23/021

FUN DAY

We are now on countdown to the 15th Annual Fun Day on Hollinswood Pavilion Field. There is a fun-filled afternoon planned.

Copies of the proposed Field Layout were available and gave stewards an opportunity to have a vision of the layout of the field. It is important to know the location of the Information Stand – here there should always be a Parish Council Steward available. Stall holders and organisations must report to the Information Stand to collect their Event Pack and to sign in.

Stall holders will be allocated positions on a first come first served basis, but they can only come onto the field after 8am.

Please note the fire muster points and first aid provision locations.

Stewards should wear Parish Council T Shirts, Hi-viz waistcoats and ID badges and should sign in / out throughout the day. Please have a mobile phone with you and ensure that the Information Point has your number.

Refreshment vouchers will be available for volunteers.

We have no entertainment booked that includes people in costumes with their faces covered – if anyone becomes aware of a concern in this regard, please contact the Clerk or Event Manager as soon as possible.

It is also important that stewards have adequate rest breaks, please ensure that the Information Point knows if you are leaving the site.

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Copies of the Event Plan, Emergency Plan and Risk Assessment have been sent to all Stewards / Parish Councillors and the risk assessment will be amended to include serious injury details.

Please take time to read all the documents, before the day and contact the Clerk or Event Managers if you have any questions.

The catering van has agreed to use paper plates / trays to avoid single use plastics and to use wooden utensils. He will have vegetarian options available and will be open from 8.30am for stewards. We will have the registration numbers of the caterers and ice cream vans – these will be available at the Information Point and NO other ice cream vans will be allowed on the field.

Letters will be delivered to all local neighbours to ask that access be clear, this will be checked throughout the day, and cones used so that we can assure the police and fire authority that emergency access will be available.

E23/022

CALENDAR OF EVENTS

A copy of the calendar of events will be circulated with the Minutes.

Our next events will be in the Summer when we have the Games Day and SNAC fun day. Once again, volunteer stewards will be much appreciated.

Our next calendar of events will take into consideration the use of Randlay Village Green.

E23/023

DATE OF THE NEXT MEETING

6th November 2023

7.30pm

Council Chamber

There will be a de-brief for Fun Day on Monday 10th July at 7.30pm at Hollinswood Neighbourhood Centre, everyone is welcome to an informal gathering to discuss the event and to learn any lessons that may need to be taken into consideration for a future event.

Briefings for the SNAC Fun Day and We Love to be Green Day will be arranged and a date and time circulated to all Members. Please can you let Liam know which future events you are able to attend?

Games Day

SNAC Fun Day

We Love to be Green Day

There being no further business, the Chairman closed the meeting at 8.35pm thanking everyone for their important contribution to the discussions.

SignedDate