

Minutes of the Events Committee Meeting held at Wibblers Brewery, Goldsands Road, Southminster, CM0 7JW on Wednesday 19th June 2024 at 15:30

Present: Cllr. G. Harrold, Cllr. C. Mische, Cllr. A. Fluker, Cllr. M. Wyn Davies, Cllr. P. Wilcox, Cllr. M. McKee, Cllr. J. Cleary and Mrs. C. Cudby

Apologies for absence were received from Mrs. E. Smith

Subject to the said amendments, the Minutes of the meeting held on Wednesday 22nd May 2024 were proposed by Cllr. Fluker and seconded by Cllr. Harrold. **It was agreed, that the Parish Council Risk Assessment for the Competitive Festival of Music, needs to be discussed at the next meeting.**

SPC Health and Well Being Event.

1. Cllr. McKee showed us the poster she had designed for the Health and Well-Being event and everyone agreed it was informative and well presented.
2. Cllr. McKee reported that the hire of Southminster Memorial Hall and the cost of producing posters will cost around £100.00.
3. Cllr. McKee said that the response received from groups has been very encouraging but not many individuals have replied.
4. It was agreed that we will charge businesses a pitch fee of £20.00 at the event.
5. Cllr. McKee will forward a copy of the two types of booking forms, business and charity/non-profit, for our perusal.
6. The need for an indemnity insurance waiver was identified. Cllr. McKee will send us a dispersal of liability declaration form, aimed at those who are allowing members of the public access to their premises as part of the event.
6. Cllr. McKee mentioned she has looked into applying for a grant from Maldon District Council.
7. Cllr. Fluker suggested we advertise the Health and Well-Being event on the Parish Council website, as well as in the Maylands Mayl and on the Maldon District Council website.
8. Cllr. McKee read out the current names of attendees at the event. It was decided that the smaller room, at the back of the Memorial Hall, would be the ideal place for taking blood pressure and heart beat pulse, whilst the business exhibition would take place in the main hall.
9. There is a possibility that Cllr. Cleary may be able to provide First Aid cover at the event as his insurance does not expire until October. However, he would not be able to fulfil his duties as a Councillor/Volunteer on the day if this was the case. In the meantime, we need to source an additional individual who could provide what we require.
10. Cllr. McKee reiterated the timings of the event and all present understood they will need to attend from 13:00.

Southminster Music Festival

11. It was agreed that the Parish Clerk, who is also our Data Protection Officer, will advise as to when exactly the data retrieved for the festival, should be destroyed.

12. It was decided, we would not have a stall at Southminster Flower Show, as our brand is not yet fully developed and we need more time to secure its effectiveness.

13. Cllr. Fluker showed us a brand image he had created. We all agreed that the design was very attractive and would be suitable for display on bunting. He will send us copies of the brand image.

14. Cllr. Fluker gave an update on sponsorship and said he had been in contact with local businesses. He discussed how the businesses would support our event and where display boards could be sited and who would pay for sourcing them. He advised that a cost centre should be set up for the marketing, advertising and sponsorship of Southminster Music Festival which would ensure the costs would not come out of any budget.

15. The Risk Assessment for events at St. Leonard's Church had not been sent in time by Revd. Peter for the meeting. Cllr. Wyn Davies will send it to us for discussion at the next meeting.

16. Cllr. Wyn Davies gave an update on the progress made on whether we need a licence for performing and photocopying music at the festival. Cllr. Wyn Davies has been in touch with Mrs. Stella Redburn, the Secretary of the Stratford and East London Music Festival. Mrs. Redburn suggested that we should get in touch with the British and International Federation of Festivals (BIFF) for advice. Cllr. Wyn Davies informed us that the Federation joining fee is £50.00 and the annual membership/subscription is £140.00. Cllr. Mische said this was expensive. Following a lengthy discussion, it was agreed by all that the Christian Copyright Licensing International (CCLI) already held by St. Leonard's church would be adequate for the task.

17. It was decided and agreed by all, that it was not necessary to have a PRS or PPL licence at the event as we are able to share the insurance cover provided by CCLI, with the church.

18. It was agreed that we do not need a Festival Constitution.

Fireworks Event.

19. It was agreed that we will discuss the Risk Assessment in detail at the next Events Committee meeting.

20. The Parish Clerk will obtain a quotation for the provision of First Aid from St. John's Ambulance.

21. It was also recommended we find out the cost of indemnity cover from our current insurance provider. Cllr. Mische informed us that she already holds a First Aid qualification and together with the indemnity cover, it would provide an alternative and cost effective way of meeting our legal obligations.

22. Cllr. Harrold gave an update on which providers have been booked for the event and confirmed prices have been already agreed. The fireworks will be provided by a Chelmsford based company called "Fireworks Crazy."

23. Everyone in attendance agreed that the duo who performed at our May Day Family Fun Day were very suitable for our requirements but it was also noted that members of the public might tire from their presence if they were invited too often to our events. Cllr. Harrold mentioned a band called, "Monkey's Wedding," as an alternative, but no formal decision was made.

24. Cllr. Fluker added we would need to ensure a trailer is available on the day.

25. A discussion was had about strategies for ensuring that members of the public attend the event early. One way to entice an early arrival would be to have a children's fancy dress competition, ("Mr. & Mrs. Fawkes").

26. The Parish Clerk has been asked to contact "Mr. Happy," the children's entertainer for a quotation.

27. The event falls on a Sunday this year, and it was agreed the fireworks would be set off at 17:30 as the children are at school the next day.

28. A discussion followed about entry prices and additional costs. The cost of a wrist band will rise to £2.00 this year. Playing on the Bouncy Castle will come at an additional cost and the service provider will need to supply his/her own wrist bands to gain admittance.

29. We will need to discuss the budget for this event at the next meeting.

Safeguarding Courses and DBS Enhanced Certificate applications.

30. It was agreed that only one male and one female member of the council would need to have attended a Level 2 (minimum requirement) Safeguarding Course and to have been awarded an Enhanced DBS Certificate.

31. It was suggested that the same individuals should be made identifiable at events by wearing orange hi-viz jackets as opposed to the yellow ones already worn by volunteers.

Cllr. Wyn Davies thanked Cllr. P. Wilcox for the use of the premises.

The meeting ended at 17:19.

The next Events Committee Meeting will be held at Wibblers Brewery on Wednesday 24th July 2024 at 15:30.

Meinir Wyn Davies

20th June 2024