

**Revised Minutes of the Events Committee Meeting held at Wibblers Brewery, Goldsands Road, Southminster, CM0 7JW on Wednesday 24<sup>th</sup> July 2024 at 15:30**

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

**Apologies for absence** were received from Cllr. McKee and Mrs. C. Cudby.

The Minutes of the meeting held on Wednesday 19th June 2024 were proposed by Cllr. Fluker and seconded by Cllr. Mische and were duly signed by Cllr. Harrold.

**To determine the Role of the Clerk/RFO in the Events Committee and pass any resolution as necessary.**

1. The meeting began with Cllr. Fluker informing us of the benefits of adopting the “Terms of Reference” he had generated for the Events Committee as currently we have few delegatory powers. The adoption was proposed by Cllr. Fluker and seconded by Cllr. Wilcox, subject to the inclusion of a clause on Risk Assessments.
2. Cllr. Harrold reminded everyone that the Clerk’s role is to make bookings for events, pay third parties and ensure third parties possess the necessary accreditation/qualifications in order to comply with relevant standards and checks. He explained that the events committee will be responsible for obtaining quotations and agreeing to a supplier.
3. Cllr. Harrold informed us that he has already asked Mr. Bradley Luff for a cost to produce a Risk Assessment for the Fireworks event. Everyone agreed this was a good idea. He will also ask Mr. Luff whether he would consider doing an assessment for the Competitive Festival of Music. Cllr. Wyn Davies agreed to a meeting with him if this was necessary.

**To discuss whether a second copy of the “Events Folder” is needed and the implications of acquiring a duplicate.**

4. Cllr. Wyn Davies commented that we do not need a second copy of the “Events Folder” as we are constantly gathering information.
5. Cllr. Cleary responded by saying that we should have one folder for each event and that when an event is over, the folder is deemed “closed” and subsequently stored in a safe and secure place in the Parish Council Office. Everyone agreed that opening a new folder for a new event was a sensible way of protecting data.
6. Cllr. Harrold asked Cllr. Wyn Davies to send a list of events committee meetings dates for 2024-2025 so that the clerk enters the information in the Corporate Diary.

**Events Budget.**

7. Cllr. Harrold informed us that no money has been spent since the May Day Family Fun Day and that he is confident we have enough in the budget to pay for what we intend to do in the present municipal year. He stipulated that our original available fund was £20,000.00. However, since April we have held an event (May Day Family Fun Day).
8. An update is required on our current financial position since the May Day event.

### **SPC Health and Wellness Event.**

9. Cllr. Cleary read out the update provided by Cllr. McKee on the Health and Wellness Event. He informed us that the smaller room at the Memorial Hall will be used for providing holistic and wellness services. The price for these services/tasters will range from £10.00 to £20.00.
10. Other services include an Indian head massage, Reiki, neck and shoulder massage, facial reflexology, and foot reflexology. There will also be a talk on mobile ear waxing removal for those interested.
11. Cllr Cleary will be taking blood pressure and giving test results.
12. There will be a representative from the Police, Fire and Ambulance Services present.
13. The larger room in the Memorial Hall will house the following groups and organisations:  
Guides and Brownies, Dengie 100 Club, U3A, In the heart of the community, Dengie D Café, Slimming World, Yoga/Chair Yoga, Southminster Swimming Group and Southminster Library.
14. Cllr. Cleary said there will also be talks and demonstrations from 14:30 lasting between 15 and 20 minutes on various topics: menopause, seated yoga, how to use a defibrillator, reflexology (by means of an interactive workshop) and Acu Sound, which features vibrational therapy.
15. There will also be a talk given by "In the Heart of the Community."
16. The health and wellness event will extend to other areas of the village on the day. Cllr. McKee is in discussion with Revd. Jacqui King as to whether the United Reformed Church in North Street will open its doors to the public. Activities at the URCh may include a singing session with "Little Lions," a performance from Southminster Operatic and Choral Society (SOCS) and a hands-on workshop with children's group, "Messy Play."
17. Cllr. McKee has contacted groups at the King George V Memorial Field and she has confirmed the Scout Hut and the Tennis Club will be open.
18. At the train station, the men's shed will also be open.
19. To end the afternoon, Cllr. McKee will give a talk on Meditation/Mindfulness.
20. Cllr. Cleary informed us we are waiting for replies from the William Fisher Medical Centre and Southminster Pharmacy confirming attendance.
21. Cllr. Wyn Davies reminded those present that Cllr. McKee has applied for a Locality Grant of £1,000.00 from Maldon District Council.
22. Cllr. Cleary said there were no concerns at present and that he would be able to provide First Aid cover on the day as his indemnity insurance is still valid.
- 23.. It was agreed that Cllr. McKee should provide a full cost analysis for the event by the next meeting.

### **Fireworks event.**

24. A discussion was had regarding volunteer recruitment. It was established we would need 20 volunteers. Only 14 volunteers were identified at the present time and we will need to revisit this item in next month's meeting.

25. It was agreed there should be four qualified professional first aiders present at the event.

26. It was agreed we should have between 8 and 10 security staff present at the event.

27. Cllr. Mische gave an update on quotations she had received from St. John's Ambulance (£600 +vat) and AB Medical (£1,800.00). Cllr. Harrold added that he has already asked Mr. Luff to obtain quotes.

28. There was no requirement to discuss a Risk Assessment as it had been discussed earlier in the meeting (please see item 3 on this Agenda).

29. Cllr. Mische gave an update on the quotations she had received from third parties since the previous meeting. A discussion was had about the services provided by Non-Stop Kids (£249.00), Bex Balloons (£100p/h) and The Pirates of Dinosaur Island (£120.00). It was agreed that "The Pirates of Dinosaur Island" would fulfil our requirements. However, Cllr. Harrold will need to check how much space they require as it would be preferable if they performed on the stage. Cllr. Cleary also asked if we could have clarification regarding the age range the performance is targeted.

30. Cllr. Wyn Davies read out on behalf of Cllr. McKee, the information pertaining to the Fire Performer. Everyone agreed a Fire Performer would be a great spectacle at the event. However, Cllr. Harrold needs to check with the Fireworks company if it is safe to have the Fire Performer on board. If there are no issues, Cllr. Harrold will contact Jessica Ford as to a possible site visit in the next few days.

31. Cllr Harrold read out the following running order for the event and everyone understood what is expected on the day.

12:00 Councillors and volunteers at field

13:00-15:00 Vendors to set up on field

15:00 Event is open to the Public

15:00-16:00 "The Pirates of Dinosaur Island" Puppet Show

16:00-16:15 Children's Fancy Dress Competition

16:15-17:15 Ed Sheeran tribute band

17:15 Fire Performer (Jessica Ford)

17:30 Fireworks Display

18:00 Finish

18:00-18:30 Clearing up

32. The entertainment times will need to be added to the event poster/flyer received by the public on arrival so they can make full use of what is on offer.

33. Cllr. Harrold gave an update on the projected income and expenditure for the fireworks event. (Please see attached). There followed a discussion on fire piquets and it was agreed that Cllr. Harrold would approach Mr. Fisk, as we understand he is charging £150.00 for the service we require.

34. Cllr. Fluker mentioned the importance of having a banner similar in size to the one used for the Southminster Flower Show. A discussion followed on best sitings.

35. Cllr. Harrold said that wristbands would be on sale at least 3-4 weeks before the event and these would be available at the following locations: Parish Council Office, Wibblers Brewery, Southminster Butchers and before the start of the September and October Parish Council monthly meetings.

36. Cllr. Harrold will contact Mr. H. Mackler as to whether he would be interested in selling wristbands on our behalf at "Bits n Bobs" tea room.

37. A maximum number of 10 wristbands will be given to any one family.

38. Cllr. Harrold informed us that 12 vendors have confirmed attendance, one of whom will be paying double. Therefore, for clarity 13 vendors will appear on the data projection sheet.

39. It was decided that we would not be providing any traders with electricity and that they would need to provide their own source of energy at the event.

40. The only location to have power will be the stage on the trailer. The electricity for this location will be supplied by the Scout Hut.

41. There were concerns about the use of the Tennis Club court. Under no circumstances will it be permitted to take food and drink on to the premises and we will need to source signage to enforce this rule. We will ask Kevin, the bouncy castle supplier, to ensure the area is kept out of bounds as his stall will be located nearby.

42. It was agreed to give sweets to children upon their arrival as this gesture was received with appreciation last year.

43. There was also a discussion about parents being responsible for checking the ingredients in the sweets and ensuring they are safe for their children to eat (lactose intolerance and/or nut allergy). Cllr. Mische and Cllr. Wyn Davies will investigate what is available.

44. There will be no need to have aris fencing in Glebe Meadow as we intend to locate the burger van in a position which restricts access to and from the field.

45. It was decided we would need new Hi-Viz bibs in a larger size and in two colours (yellow for volunteers and orange for two safeguarding officers). Cllr. Harrold will check how many we have in the Parish Council Office.

46. Cllr. Fluker suggested that we need a Port-a -Loo at the event as the toilets in Community Hall 2 cannot be used. The toilets in Community Hall 1 would provide service for persons with disabilities and those requiring baby changing facilities.

47. Mrs. E. Smith informed us that the Flower Show conveniences were provided by Mobile Thrones and that she will find out more about them. Cllr. Harrold also suggested Billy White.

48. It was agreed that Wibblers Brewery and the Cap and Feathers would provide the bars.

49. We were notified that Mr. P. Dare of the King's Head in Southminster would be selling glow sticks outside his premises on the day.

#### **Southminster Music Festival.**

50. Cllr. Fluker showed everyone the branding/logo for the music festival again and it was agreed by all that we would adopt the branding/logo attached.

51. Cllr. Wyn Davies read out the response received from Ann Wood LLB at EALC regarding the retrieval of data.

Reference was made to Article 5 of the UK GDPR which sets out seven key principles which lie at the heart of the GDPR regime. Particular attention was drawn to b) and e).

It was agreed by all that we are data compliant for the following reasons. The Syllabus specifies the **kind** of personal information we hold as part of an entry to a competition and **how** it is stored; the **purpose** for which it is used, **why** we need it and **how long** it is retained. The Syllabus also states that the person making the entry can request for it to be **deleted at any time**.

52. A discussion followed on the draft copy of the Syllabus. Cllr. Wyn Davies asked whether we should set a fee for the adjudicatory work or ask adjudicators to provide a quotation. It was agreed that we should set a fee. Cllr. Wyn Davies added that Essex Music Services award £180.00 per person for similar tasks and it was agreed that two adjudicators would be appointed as the cost was within the budget.

53. Cllr. Wyn Davies said the Syllabus would be sent electronically to schools at the end of August to keep costs down and that after 31<sup>st</sup> January 2025 we would need to have the Syllabus printed professionally.

54. It was agreed that the Risk Assessment generated by Cllr. Wyn Davies would not be used (Please see item 3 on this Agenda).

55. Cllr. Wyn Davies showed us the email she proposed to provide the Clerk, in response to those showing interest in the post of adjudicator. Cllr. Wilcox remarked that there was no mention of the time scale expected for applicants to be present at the event. Successful applicants are expected to be available for 4 hours (12:00-16:00). Cllr. Wyn Davies will add this to the document.

56. A copy of the "Application for the Role of Adjudicator" was also circulated. Everyone agreed the questions reflected the nature of the work involved. Cllr. Wyn Davies will send a copy of the form to the Clerk as well as the response to those showing an interest in the post.

57. Cllr. Wilcox asked for the following clause to be added to the Syllabus: "The festival will go ahead, subject to a sufficient number of competitor attendance." Cllr. Wyn Davies agreed to the inclusion.

58. Cllr. Mische asked if the Parish Council logo could appear in a larger font on the back cover of the Syllabus and Cllr. Wyn Davies agreed.

### **Christian Copyright Licence International**

59. Cllr. Wyn Davies informed us that she had been in touch with Christian Copyright Licensing International (CCLI). The adviser she spoke to at CCLI, Francesca, confirmed that Southminster Competitive Festival of Music will count as one of St. Leonard's Church's performances under the Performing Right Society (PRS) for Music Church Licence. (The church is permitted up to six similar performances per annum). The PRS for Church Music Licence covers live performances on the church premises. The PPL (Phonographic Performance Limited) Church Licence covers the playing of commercial music recordings including backing tracks on CDs, MP3 and other digital formats. However, the Music Reproduction Licence does not include the photocopying or the scanning typeset of ALL sheet music and in the event a competitor was to breach copyright rules and sing or play from a photocopied document, which is not covered by the licence, the person making the entry on behalf of the competitor, would need to seek permission from the publisher retrospectively. To this effect, liability lies with the person making the entry and not the Church of St. Leonard's or

Southminster Parish Council. Cllr. Wyn Davies informed everyone that this is clearly stipulated in the Syllabus and all agreed to the dispensation of liability.

60. Cllr. Fluker asked at what point would we cancel the competitive festival as a result of low entries. It was agreed by all that the Junior Choir competition would need three entries to go ahead. No discussion was had regarding the other two competitions.

#### **An update on the budgetary forecast for both SMF and SMF(CFoM).**

61. Cllr. Wyn Davies informed us that the current budgetary forecast for the Competitive Festival of Music stands at £1, 425.00. (Adjudicator Fees £180.00 x 2; Mr P. Adams £40.00; St. Leonard's £50.00; Monetary Prizes £675.00; Perpetual Trophies £300.00.) Cllr. Wyn Davies said that we will not need to spend anything until we have received the entries on 31<sup>st</sup> January 2025.

62. Cllr. Fluker and Mrs. E. Smith left the meeting at 17:00.

63. Cllr. Mische asked whether each competitor could receive a small medal for participating in the festival. This would be in addition to the Certificate of Attendance which is also presented to each competitor. Everyone seemed to think this was a good idea. However, no formal decision was made, and further discussion is necessary at our next committee meeting. The information on medals will not be included in the Syllabus due to time constraints.

64. Cllr. Fluker commented on the purchase of second-hand trophies. He said that we should not buy any which have been previously engraved as there would be a cost for erasure on the silver plating.

65. Cllr. Cleary remarked that we could replace the black, plastic base and add a new inscription, if it was an option.

66. It was agreed by all in attendance, that the festival is well within budget and everyone agreed to the allocation of funds for the items specified.

#### **Christmas Lights.**

67. Cllr. Wyn Davies informed everyone that she has sent across all the documentation to Essex County Council's Highways department for approval. The email has been acknowledged by an ECC employee and we are awaiting consent any time soon.

68. Prior to that, the Certificate for Unmetered Supply of Electricity (UMSO) was sought in February from UK Power Networks and was awarded to us by the company in March.

69. The basic installation and stress testing of the light columns took place in May by Lamps and Tubes Limited and each column passed.

70. The Christmas lights will cost £5,439.00.

**Any Other Business.** There were none.

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

The meeting ended at 17:37.

The next meeting will be held on Wednesday 21<sup>st</sup> August 2024 at 15:30 at Wibblers Brewery, Goldsands Road, Southminster, CM0 7JW.

