

Minutes of the Events Committee Meeting held on Wednesday 22nd May 2024 at Wibblers Brewery, Goldsands Road, Southminster, CM0 7JW.

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

Apologies for absence were received from Cllr. Wilcox.

The minutes of the meeting held on 8th May 2024 were approved by all in attendance and were duly signed by Cllr. Harrold.

Southminster Music Festival

The meeting began with Cllr. Wyn Davies reporting on the outcome of the meeting with Revd. Peter Begley on 15th May 2024.

Cllr. Wyn Davies confirmed the date and time of the competitive festival with Revd. Peter as being Saturday 26th April 2025 commencing at 12:00 and ending at 16:00 with rehearsals for competitors from 9:00 until 11:30.

Revd. Peter said that a donation of £50.00 would be welcome from Southminster Parish Council to cover the church maintenance costs for the day, and that Mr. Peter Adams would require a fee of £40.00 for operating the sound system.

Revd. Peter also confirmed the church could provide teas and coffees and that a donation could be made by members of the public.

It was agreed that members of the public would be given free admission to the event.

Cllr. Wyn Davies remarked that in so far as church support was concerned, it is help on the day that is required, such as stewarding, and Revd. Peter confirmed that this could be fulfilled by church members if needed.

The public liability insurance for our event is covered by the insurance policy already held by the church.

However, we may require standalone cover for performing, replicating, scanning and sharing music via email. Currently, St. Leonard's church has a Christian Copyright Licensing International (CCLI) Licence in place, which costs around £200.00 per annum. Revd. Peter will get in contact with an adviser from the insurance company to find out whether our event would be covered by the same insurance policy already held by the church.

Southminster Parish Council may need to have its own Risk Assessment in place for the event.

Cllr. Harrold informed us that the Public Performance Licence (PPL) and the Performing Right Society Licence (PRS) have now amalgamated and consequently, only one licence is all that is required. Cllr. Wyn Davies will need to investigate further as to whether we need any additional cover to the CCLI Licence. She will get in touch with Mrs. Stella Redburn, the Festival Secretary of the Stratford and East London Music Festival, for advice.

Cllr. Wyn Davies explained that she had showed Revd. Peter, the Data and Privacy Policy and the Safeguarding Policy for the Competitive Festival of Music. Revd. Peter said that Mrs. Jenny Pratt is the Safeguarding Officer at St. Leonard's church.

Revd. Peter read the documents and suggested minor amendments. Cllr. Wyn Davies will make the necessary alterations in time for the next meeting.

Cllr. Wyn Davies discussed the context and content of the amendments at our meeting. These included amendments relating to the requirement for all volunteers and councillors at the festival to have attended Safeguarding training and also as being Disclosure and Barring Service (DBS) checked. It was decided that no action was presently needed until we receive the competition entries at the end of January when we will know for sure if the event is going ahead.

It was decided that it would be in everyone's interest to take an online Safeguarding course maybe in July. It was established that a collective DBS Licence would be less expensive to purchase and could be used for other events too.

Cllr. Wyn Davies went on to explain how important it was that we handle competitor data appropriately and that this issue was raised by Revd. Peter at their meeting.

It was agreed that the Parish Clerk should be the official data handler for the event.

Cllr. Cleary commented that it would be a good idea for us to provide volunteers with identification badges and Cllr. Fluker offered to produce them nearer the time. These would need to be "rubber stamped" by the Parish Council and authenticated for official use. The identification badge would also carry an image of the person for whom it is intended.

It was also agreed that competitors should wear a wrist band with a number corresponding to the entry in the register which would be taken upon their arrival at the festival. This would ensure that lost competitors could be identified immediately should they wander into the village for any reason.

After a lengthy discussion, it was decided that the use of photography was strictly forbidden inside the church.

Cllr. Fluker said that we should appoint a person within the events committee who would be responsible for organising sponsorship, advertising and marketing. It was agreed that he would be our Sponsorship, Advertising and marketing Officer.

There was a discussion about the different types of sponsorships available to us. No formal decision was made regarding headline or collective sponsorship.

Cllr. Fluker showed us a potential design for the Southminster Music Festival logo and all members agreed that the need for creating a brand was crucial to make advertising effective. The use of colour and 3D graphics was also discussed.

Cllr. Fluker said that it is important that we are able to distinguish between the competitive/classical part of the Music Festival and the non-competitive part which features live entertainment at the pubs and hopefully will include, "Battle of the Bands," for those 18 years and under.

St. Leonard's church, Southminster Parish Council and the pub venues, were identified as being either in need of, or already having their own risk assessments, licences to perform and reproduce music, owning their own Safeguarding and Data and Privacy Policies and, with the exception of Southminster Parish Council, having Public Liability insurance in place.

Mrs. E. Smith suggested that Southminster Music Festival could have a pop-up stall at the Southminster Flower Show in July and everyone agreed this was a good idea.

It was decided that Southminster Parish Council would not provide limited assistance for travel costs or any other expenses to choirs and soloists.

Cllr. Mische expressed that we should not encourage those taking part in the festival to bring their own refreshments but instead to encourage them to use the shops in the village. Mrs. E. Smith informed us that we could inform local businesses of the festival so that they can make a decision as to whether they will be open on the day.

Cllr. Fluker asked for the details of the competition classes and the likely number of competitors.

Cllr. Wyn Davies confirmed there are currently three competitions with the potential to grow.

As for numbers of competitors, she is anticipating two choirs, consisting of 12 choristers in each, and four solo competitors in the Junior Musician class and the same number in the Senior Musician class.

Cllr. Wyn Davies also confirmed that St. Leonard's church has a seating capacity of 120 and an additional 20 seats allocated in the performance area.

Health and Wellness Event.

Cllr. Harrold informed us that Cllr. McKee has chosen Saturday 14th September 2024 as the date for the Health and Wellness Event. She has asked the Parish Clerk to check availability at Southminster Memorial Hall. The Parish Clerk has confirmed the hall is available and it has been booked.

Event setup will begin at 13:00 and will be open to members of the public from 14:00 to 17:00.

Cllr. McKee has been in talks with local groups in Southminster including the Scouts, Tennis Club, Bowls Club, Girl Guides and Brownies and Dengie Hundred Ladies Club.

It was agreed that a budgetary forecast be produced by Cllr. McKee in time for our next meeting together with a complete list of stalls.

Any Other Business.

Cllr. Fluker gave an update on the fire piquets, which we had agreed to site at our events, and showed us an image of the design which could be produced by his co-workers.

Cllr. Cleary stated that he will not be renewing his insurance cover for First Aid provision at any Southminster Parish Council Events, once it expires on 21st October 2024.

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

The meeting ended at 17:05

The next meeting will be held on Wednesday 19th June at 15:30 at Wibblers Brewery, Goldsands, Road, Southminster, CM0 7JW.

Meinir Wyn Davies

23rd May 2024

