



## **Coxhoe Parish Council Meeting: Events Committee**

Date & Time: 25 February 2019 at 6.00pm

Venue: Coxhoe Village Hall

Councillors present:

K Simpson (Chair), D Brown, S Dunn, B Hepplewhite.

Also present:

W Carr and M Welsh (St Andrew's), K Pounder (Quarrington Hill Partnership and Quarrington Hill Community Centre), K Williams (Administration Assistant), C Llewelyn (Parish Clerk).

No members of the public attended the meeting.

### **EC1 To elect a Chair**

Councillor Simpson was elected as Chair. Membership of the Committee was confirmed as Councillors D Brown, S Dunn, B Hepplewhite, W Lavelle, K Simpson, J Smith, C Thirlaway. Introductions were made.

### **EC2 To receive apologies and to approve reasons for absence**

Apologies were received from Councillors J Smith and C Thirlaway. **Resolved** apologies were received and accepted.

### **EC3 Declarations of interest in items on the agenda**

Councillor Dunn declared an interest in the Active Life Centre.

### **EC4 Public participation**

Discussion took place about how people in the village would want to find out about events and how events can be co-ordinated so they do not clash.

### **EC5 To note the terms of reference approved by the council on 6 February 2019**

**RESOLVED** the Terms of Reference are noted.

### **EC6 Discussion of dates of events planned by the council and others**

The following were **Resolved** or noted:

**(A)** The only events currently planned by the parish council are the fireworks display and Remembrance Day event.

**(B)** The following were suggested as events already planned/happening:

- St Andrew's outdoor Carol Service 14 December
- Quarrington Hill Easter Fair 13 April
- Quarrington Hill Summer Fair 17 August
- Quarrington Hill Halloween Event 25 October
- Quarrington Hill Kids Christmas Party 21 December

- Classic Cars Event
- Coxhoe United Fun Day
- St Mary's Summer Fair
- St Andrew's special services in April and November
- Concert at Coxhoe Village Hall the Friday before the Miners Gala
- Miners Gala Banner Group events
- Police Male Voice Choir concerts
- Coxhoe Club monthly kids disco and other events including at New Year
- Active Life Christmas events
- Coxhoe History Group have no events planned currently.

**(C)** The following were discussed as potential events:

- Jo Cox Building Stronger Communities
- Mince Pie Moments
- Mini carnival
- Shop window competition which could launch summer activity
- Activity around Second World War commemorations
- Skating rink
- Coxhoe History Group volunteers may be willing to help with an Easter event if one is organised.

**(D)** The parish council will hold an evening ceremony and Christmas tree light switch on, on the evening of Sunday 1 December.

**(E)** The committee noted the MacMillan Coffee Morning held last year at Coxhoe Village Hall and expressed support for another.

**(F)** The Clerk to find out what events are planned for 2019 by Coxhoe Village Hall and the churches, the History Group and the Scouts.

**(G)** The council wishes to explore brass events potentially on Coxhoe Village Green.

**(H)** The council to explore potential for performances by Sedgefield or Framwellgate Moor secondary schools.

**(I)** Councillor Brown to look at costs and feasibility of indoor and outdoor film shows

### **EC7 Discuss ideas and opportunities for promoting events and a potential community calendar**

The following were **Resolved**:

**(A)** the Clerk to produce a written list of events organised by community groups, not private organisations, in Coxhoe and Quarrington Hill for display in noticeboards.

**(B)** the Clerk to request the Web Admin Volunteer ensures there is a page for community events which can be updated as events are notified to the council.

**(C)** the Clerk to investigate bunting for the front street in Coxhoe.

**(D)** the Clerk to investigate whether signs can be placed on railings.

**(E)** The Clerk to investigate council powers to print calendars.

**(F)** This committee will consider fundraising.

### **EC8 feedback from community organisations in relation to events**

There were no further comments.

### **EC9 To consider the council's budget for 2019 to 20 in relation to events**

**Resolved** the budget is noted.

### **EC10 To consider matters related to the council's fireworks display**

The following were **Resolved**:

- (A) the Clerk to investigate purchasing a PA suitable for the fireworks display and other events.
- (B) Northumbria Water may supply generators for events through their 'Just an Hour' initiative.
- (C) Agreed to request the fireworks contractor supplies a member of staff to keep the astro turf clear of any debris.
- (D) K Pounder to provide details of Portaloo contractors so these can be arranged.
- (E) officers to arrange road closure of Lansdowne Road and Cornforth Lane from the area by the GP surgery.
- (F) Up to six catering vans and three or four rides will be arranged, fee £150 each catering van and £100 each ride, officers to approach the two companies who have expressed an interest in catering.
- (G) Timings approved: 5.00pm gates open, 6.30pm fireworks display.
- (H) the Clerk to speak to fireworks contractor and the Police to get definitive safety advice on numbers, if they agree, councillors wish to set maximum numbers at 4,000.
- (I) Members felt that wristbands should be opened to parishioners first for two to four weeks during September/October at a cost of £1 each before opening up to others at a cost of £2 each (for everyone – resident or not).
- (J) The Clerk to respond with the above to Kelloe Parish Council which had expressed an interest in working with the council.
- (K) Wristbands will be non-refundable, for example if the event was unable to go ahead due to weather conditions.
- (L) Officers to ask the school if they would be interested in opening the car park and to find out if the no entry point could be suspended for that evening.
- (M) the Clerk to check on emergency access points to the football field.
- (N) the Clerk to continue to plan the event including the Safety Advisory Group process and licence application.
- (O) the committee notes the risk assessment presented by the Clerk.

### **EC11 To consider planning other council events**

These had already been discussed.

### **EC12 Date and time of next meeting**

Monday 15 July 2019 at 6.00pm at Coxhoe Village Hall.

Meeting closed 8.05pm.

**Certified as a True Record:**

**Chair (Sign)**

**Date**