

# KESSINGLAND PARISH COUNCIL



## Minutes of the **Events & Communications Committee** **6.00pm on Tuesday 27<sup>th</sup> September 2022** held in the Council Chamber, Marram Green

**Members present:** Cllrs J. McLean, D. Boyle, L. Truman

**Other Cllrs in attendance:** None

**Others present:** None

**Clerk to the Meeting:** N. Coleby (Clerk)

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### 42. Welcome

In the absence of the Chair and Vice Chair of the committee, the members asked Cllr McLean to act as Chair for the meeting. The Chair welcomed everyone to the meeting and noted the meetings protocol.

### 43. Apologies for Absence

Apologies for absence were noted from Cllr Cook. Cllr McLean proposed acceptance and Cllr Truman seconded with all in favour.

### 44. Declarations of Interest

There were no Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests.

### 45. Minutes of the Previous Meeting

The minutes from the previous meeting had been circulated. Cllr McLean proposed adoption as a true and accurate record. This was seconded by Cllr Truman with all in favour.

### 46. Public Forum

There were no members of the public present and no comments had been received.

### 47. Report from Youth Sub-Committee

Unfortunately the Chair of the Youth Sub-committee was not present and no report had been received. Cllr Boyle raised a concern that recently, there had not been enough leaders in attendance of the Youth Club and that the club shouldn't open if this happens again. It was noted that the venue has four main areas where members congregate and therefore a minimum of four leaders/volunteers are required for the club to take place. It was agreed to recommend to the Youth Sub-Committee that, in the future, if the Senior leader had not received confirmation of attendance of other leaders/volunteers by the morning of the Youth Club then they will contact all of those involved to cancel the club

for that evening. This needs to be done as soon as possible on the day to ensure that members and their parent are aware that the club will not be happening and prevent anyone being stranded at the club. It was agreed that a meeting of the Youth Subcommittee should be arranged as soon as possible to discuss this matter further.

#### 48. Kessingland Events Group

Councillors noted that the date of the next KEG meeting will be the 3<sup>rd</sup> October 2022 at 6pm.

#### 49. Council Events

49.1 The council discussed the upcoming Halloween events. It was noted that, because the KSSC have a formal external Hallowe'en Disco, there would not be a subsidised KSSC/KPC Hallowe'en Disco. It was agreed that there will be a pumpkin carving and fancy dress competition. It was agreed that the Spinnaker Room would be the venue and drop off of pumpkins would be between 1-3pm on Sunday 30<sup>th</sup> October. Children are encouraged to attend in costume and there will be a prize for best costume. There will also be the spooky picture frame where they can have a photo taken and there will also be face painting available. There will also be a Halloween float at 4pm that day, starting and finishing at Marram Green with the theme being based on Hocus Pocus. Some new decorations may be necessary for the float so Cllr McLean proposed a budget of £200 was to cover the event which included £40 to cover prizes and £50 to cover sweets. Cllr Boyle seconded with all in favour.

49.2 The councillors discussed potential events for Christmas. The tree was already ordered and the lighting of the tree would take place during the 1<sup>st</sup> weekend of December. At the moment the KSSC are looking at whether they will be having a Christmas event in which case it might be the Saturday. Alternatively the same format as last year will be followed with the treat lighting and carols and then a craft fayre and mulled wine at the KSSC. This will be either 3<sup>rd</sup>/4<sup>th</sup> December.

Cllr McLean will have Santa's Post Box up between the 3<sup>rd</sup> and 15<sup>th</sup> December which will allow time for the letters to reach Santa and get back to the village before the school breaks up for Christmas. Santa's responses will go out via the school where possible or collected from the parish council.

The float will go around with the village on Sunday 18<sup>th</sup> December with the theme for the float being the Snowman. Cllr McLean proposed a maximum budget of £250 for the float, decorations and sweets. It was noted that there are still supplies of Reindeer food bags in the office but oats and edible glitter would be needed along with 4-5 tubs of sweets.

It was agreed that Santa's Grotto would go ahead this year on the 17<sup>th</sup>, 18<sup>th</sup> 19<sup>th</sup> & 20<sup>th</sup> between 12-2pm. Gifts for the children will be sourced from local businesses. It was noted that slots would be on a basis of one child per slot, last year families had turned up with multiple children with only making a single booking. This meant that the grotto became overcrowded and increased the risks, if families have multiple children the family would need to book as many consecutive slots as possible. This would not alter the cost as they are calculated per child and not per plot. The council has been offered a space for the grotto inside the marquee at the Sailors Home. Councillors noted that last year it had kindly been hosted by Livingstones. Councillors did not wish to offend anyone but did feel that moving the grotto around the village might make it more accessible to children from different parts of the village. Cllr Boyle offered to liaise with both venues. A budget of £50 was proposed by Cllr

McLean in case any new decorations are needed for the grotto, which was seconded by Cllr Boyle with all in favour.

49.3 The fireworks display for the Jubilee had been cancelled due to the weather forecast but the company had been paid. It was agreed that they should be contacted and a booking

49.4 It was noted that due to recent national events some spending was required for the September Fun Day which could not be authorised in advance. These items were due to be considered by Parish Council but the meeting was postponed due to regulations around the period of official morning. These items include two inflatables and these will go before the Finance and Governance committee. It also included Face Paints and sweets for the Fun Day which came to a total of £75.39. The face paints should be enough for more than one event and can be topped up as required. This was proposed by Cllr Boyle, which was seconded by Cllr McLean with all in favour.

## 50. Communications

### 50.1 Website

Councillors noted that the annual fee for our current website is due on the 1<sup>st</sup> November 2022 and agreed that the new website should go live as soon as possible. It was noted that there will still be inevitable improvements to be made, as the website should develop along with the needs of the council and the community.

### 50.2 Newsletter

- a) There were no reports from the editor of the newsletter.
- b)
- c)
- d)

### 50.3 Social Media

There was nothing to report on social media.

## 51. Date of Next Meeting

The next meeting will take place at 6pm on Tuesday 25<sup>th</sup> October 2022.

## 52. Items for the next agenda

It was noted that items for the next agenda need to be received by 5pm, 18<sup>th</sup> October 2022.

## 53. Exclusion of the Press & Public.

*There were no items in this section of the agenda.*

## 48 Close of meeting

Meeting closed at 7.08pm