

**MINUTES BRANSTON PARISH COUNCL COMMUNICATION AND EVENTS COMMITTEE  
MEETING - Held at Clays Lane Sports Pavilion, Tuesday, 6<sup>th</sup> June, 2023 at 6.00 p.m.**

**Present:** Cllrs J Riley, A Riley, R Faulkner

**In attendance:** Mrs K Lear (Clerk), Mrs K Bentley

**Public participation:** No members of the public were present

**Terms of reference:**

The committee will have delegated authority to advertise events. The clerk will make all bookings for parish council events and obtain the necessary risk assessments, public liability. The committee will where required work with outside bodies. The committee will work within the budget approved by full council for events.

**1/CE6-6-23-24** Apologies for absence

Apologies were accepted for Cllr N Slater.

**2/CE6-6-23-24** Declaration of interest and dispensations

None submitted.

**3/CE6-6-23-24** Election of Chairman

It was resolved that Cllr J Riley was appointed as the Chairman of the Communication and Events Committee.

**4/CE6-6-23-24** Get Wild Event 17<sup>th</sup> June 2023, 1.00 to 3.00 pm

It was resolved that the parish council will host light refreshments at this event.

**5/CE6-6-23-24** Social media policy

The draft policy was circulated. A few modifications to be made. To be presented to full council at the June meeting.

**6/CE6-6-23-24** Party in the Park

It was resolved that the event would take place on Saturday, 2<sup>nd</sup> September, 2023, 12.00 to 4.00 pm. The committee were advised of a possible fund which the parish council could apply for via East Staffordshire Borough Council. Kay Bentley also attended to offer some advice on matters to consider.

**7/CE6-6-23-24** Party in the Park –Saturday 2<sup>nd</sup> September 2023, 12.00 to 4.00 pm. No vehicle movement between 11.00 and 5.00 pm. Blue badge holder parking will be made available. Traders to be set up by 11.30.

Food stalls, and entertainment to be available. The parish council are hosting the event. Explore licences and explore temporary events licence. No more than 499 people at one time. The clerk made an observation in relation to the suggestion of a licenced bar.

Police and fire service are keen to get back into the community. Clerk to establish if they would like to attend.

Vision for the event, slim down version of the party in the pitch. Craft stalls, amusement rides, Billy Brewer to possibly attend subject to availability.

It was suggested that an arena would be created and local dance schools, bands to be invited to perform. Committee to explore PA system which the parish council may wish to purchase.

Invite the local community groups to see if they would like a stall to raise funds for the great work they are doing in the community.  
Businesses will be charged. Food vendors £75, ice cream on a percentage basis, craft stalls, £25 per stall. Booking form to be created to send out to stall holders as confirmed of their risk assessments, attendance etc.

**8/CE6-6-23-24** Budget for Party in the Park  
It was resolved that the committee confirms a £3K budget support from the full council.

**9/CE6-6-23-24** Cameron Homes  
Clerk to establish availability from Cameron Homes for a meeting with the Events Committee.

**10/CE6-6-23-24** Businesses to approach to establish any sponsorship for events planned. Clerk to contact local businesses to establish what support they may wish to give.

**11/CE6-6-23-24**D-Day 2024 Celebration  
Members were keen to explore a fly pass for the 6<sup>th</sup> June 2024. 11 am the event will start. Member to speak to the local Church to establish a possible a service at 11 am. Evening event would be a Beacon lighting event. Full council to confirm budget for this event.

**12/CE6-6-23-24**Remembrance Sunday – Members to speak to Rev Collier to establish arrangements for Remembrance Sunday.

**13/CE6-6-23-24**Committee wishing to attend any ‘none council events’.  
Members felt it was important to attend any local events to raise the profile of the parish council

Signed: .....

Date: .....