

**MINUTES BRANSTON PARISH COUNCIL COMMUNICATION AND EVENTS COMMITTEE  
MEETING TUESDAY 18<sup>th</sup> JULY 2023 - 6.30 P.M. CLAYS LANE SPORTS PAVILION**

**Present:** Cllrs J Riley, A Riley, N Slater and R Faulkner  
**In attendance:** Mrs K Lear (clerk)

1/18-7-23 Apologies for absence  
Cllr N Slaters apologies were noted.

2/18-7-23 Declaration of interest and dispensations  
Nothing submitted.

3/18-7-23 Minutes of the last meeting  
It was resolved that the minutes were an accurate and factual record.

4/18-7-23 Party in the Park Event – 2<sup>nd</sup> September 2023  
There was a proposal to cancel the above event.  
There was a counter proposal that a smaller scaled event would still go ahead.  
Other members agreed with this suggestion, particularly after they had seen what work and bookings the clerk had obtained.

Cllr N Slater arrived at 6.40 pm. Members were pleased that Cllr Slater was able to attend.

It was resolved that the Party in the Park 2024 would be postponed to go ahead on Saturday 31<sup>st</sup> August 2024 subject to full council approval. It was resolved that a Family Fun Day would take place on the 2<sup>nd</sup> September, 2023, 12 noon to 4pm.

It was resolved that all stall holders would not be charged and clerk to confirm with immediate effect that they will be attending on the 2<sup>nd</sup> September.

There was a discussion about the Railway track and whether a circular track could be created for the event. A site visit was still required.

Clerk to book all stall holders etc for the event on the 2<sup>nd</sup> September, no charge to traders.

Clerk to process the events licence for the 2<sup>nd</sup> September 2023. There was a discussion on whether the parish councils licence would include the bar licence.

The clerk advised that the licensed bar needed to get their own licence.

The clerk advised members that if the clerk was not sending out communication could members please copy the clerk into the communication. The clerk explained the governance of a parish council and in the event of councillors resigning that the clerk/proper officer would remain in post hence for the advise of external communication being at the centre of the statutory role.

There was a discussion on leaflet distribution to local residents.

There was a discussion about stalls for the D Day event on the 6<sup>th</sup> June 2024.

Members asked if the clerk had now set up the new financial system. There was a discussion about access to the software. The clerk advised that best practice would recommend that councillors had view only to the system. The clerk advised that this could be a discussion for the finance committee.

5/18-7-23

Entertainment utilising the sponsorship/donations.

Members were happy that the clerk confirms that the council would be happy to accept the banner donation from Morelock for the event on the 2<sup>nd</sup> September. There was a concern that the supplier may prefer to sponsor a bigger event.

Cllr R Faulkner confirmed that he was attending a meeting with Cameron Homes on the 25<sup>th</sup> July where he will explore potential funding support.

Cllr J Riley confirmed that he had a meeting with Eagles Nest on Monday 24<sup>th</sup> July.

There was a discussion that there hadn't been much response from local community groups. Councillors suggested that the clerk emailed local groups again to establish if they would like to have a stand at the event.

It was noted that stall holders needed to bring their own chairs, gazebo and table where possible.

6/18-7-23

Remembrance Sunday

Cllr J Riley confirmed that the church had confirmed that they would like the church service at the church after the parade rather than by the war memorial.

Members asked the Clerk to establish if Branston Scouts would like to join the parish council for the parade.

Any other military cadets to be invited to the parade on the 12<sup>th</sup> November.

Local schools to be invited to the parade on the 12<sup>th</sup> November.

There was a discussion about local schools being invited to the Remembrance Sunday 12<sup>th</sup> November parade.

Members felt that the initial road closure booking needed to be changed 10.30 to 12.30. All local schools to be invited to the parade on 12<sup>th</sup> November.

Other invitees to the event were Borough Councillors, Burton Rugby Club, Burton Ahmadiyya Muslim Community Group, British Legion to be invited. To arrive at 10.15 ready for the parade to commence at 10.30.

Members felt that the Chairman of the parish council and a member needed to meet up with the CEO of the JTMA to discuss the Branston Locks Primary School. To discuss at full council meeting.

There was a discussion about purchasing a PA system. There was a discussion about offering a donation to the local resident for the utility usage for the event on the 12<sup>th</sup> November.

Purchase of PA system 1K to 1.5K to be presented to full council for approval. A combination of equipment to be purchased to cover all eventualities.

Signed: .....

Date: .....

