



## PAULTON PARISH COUNCIL

Minutes of the Events Committee meeting held on  
Tuesday 9<sup>th</sup> January 2024 at 7.30pm held in the meeting room at the Village Hall, Paulton.

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PRESENT: Councillors Easter, Hardman, Harle, Lyons (Chairman), McSherry, Mitchard

IN ATTENDANCE: Helen Jenkins – Clerk

### 24.1 APOLOGIES FOR ABSENCE

Councillors Pitt.

### 24.2 DECLARATIONS OF INTEREST

There were none.

### 24.3 CONFIRMATION OF MINUTES

**Resolved** – that the minutes of the meeting held on 7<sup>th</sup> November 2023 were confirmed as a true record and signed by the Chairman.

### 24.4 MEMORIAL FOR CLLR WARREN

**Agreed** that a policy should be drawn up regarding memorials for councillors.

**Resolved** to hold a service to unveil the bench and plaque for family members and councillor at the Miners Welfare Recreation Ground followed by refreshments with Councillor Lyons proposing and Councillor Hardman seconding the Motion and one abstention.

### 24.5 EMERGENCY SERVICE DAY

Details of event to be confirmed with the committee involved in the arrangements for the event in 2023.

### 24.6 DRESSING THE GRAVES SATURDAY 11<sup>th</sup> NOVEMBER 2023

The event was a success with the following recommendations for the event this year:

- Nominate a youth for each grave to present the posies
- The K-Nit and K-natter group will knit poppies so that they can be displayed on each grave

## **REMEMBERANCE SUNDAY 12<sup>th</sup> NOVEMBER 2023**

It was acknowledged that there were a few issues on the day, namely:

- Not enough Marshalls

This was followed up by a report submitted by the Police to the Events Team at B&NES which contained the following observations:

- The First Aider had their blue lights flashing on their vehicle which is not legal.
- An ambulance was allowed to go through the road closure.
- The police were there to observe and not man any road closures.

Recommendation made for the event this year:

- Prepare the parade in the car park at the Red Lion to facilitate a reduction in time required for a road closure.

## **CHRISTMAS LIGHTS ON**

The Highways and Events Team at B&NES had some concerns about event particularly the road closure arrangements which lead to the following having to be arranged before the permit for the event could be issued:

- A Traffic Management company to be used to draw up a route diversion, supply and instal advance warning signs of the closure, put up all the road diversion signs regarding the closure on the day and to supply three Marshalls who held a qualification to enable them to manage road closures at the three key points of Ham Lane, Park Road and the roundabout at the top of the High Street
- Supply current DBS checks for at least two people working at the event.
- update the risk assessment and liaise with the Events Office
- clarify the timings of the road closure in the EMP.
- upload the hygiene rating and the local authority the food outlet is registered with.

During the event, there were a few incidents:

- The area for the band in the precinct was not big enough which caused a pinch point where people were trying to get around the stalls.
- A resident fell in Park Road due to a pothole in the road. The area that this occurred in was not very well lit.
- There were several electric leads crossing the area where the band were located to enable the lighting for the stalls which was not in the original plan.
- There was a little bit of a mix up with where the dance group were going to perform.

Recommendations to go to full Council regarding the event this year:

- In view of the traffic management costs, the proposal is to relocate the event to village hall and Memorial Park area. The event would be contained in an area where we would not have to have a road closure.
- Having had a Health & Safety issue, if the main parts of the event were in the village hall, village hall car park, tennis and basketball courts, it would all be on level ground.
- A Christmas tree be planted in the park to allow it to grow over the

years. Look at getting sponsorship for the tree.

- Encourage youths in the village to look after the tree.
- Still have a tree at the war memorial but on a smaller scale

**24.7 BUDGET FOR 2024/2025**

**Deferred** to Parish Council meeting on 16<sup>th</sup> January 2024.

**24.8 DATE OF THE NEXT MEETING**

The next scheduled Events Committee meeting is to be held on **27<sup>th</sup> February 2024 at 7:00pm in the meeting room at the Village Hall.**

**Meeting closed 20:50**

Signed.....

Date.....

(Chairman)