Minutes from the Events Committee meeting held on Thursday 20th September 2018 at 7.00 pm

Present – Councillors G Dix, L Hardman, J Luxton, A Lyons, M Stevens and H Warren.

In attendance - Jo Swift (JS) and Fiona Gardiner (FG) (Admin) Mark Bishop from The Natural Theatre Company.

2 members of the public.

Apologies for absence	Actions
Councillor L Quinn	
Declarations of Interest	
There was none.	
Public Participation	
There was none.	
Confirmation of minutes	
Resolved – that the minutes of the meeting held on 19th July 2018 were confirmed as a true record and signed by the Chairman.	
WWI Event – 10 th November 2018	
Mark went through all the activities that are being worked on leading up to the event:	
Somer Valley Tapestry – this is presently being developed, it is a World War theme. Edwina Bridgeman is the lead and has made a start on it.	
Mark wants to involve Paulton School but is having trouble contacting them. Fiona will go to the school personally.	FG
By 10 th October the tapestry will be near completion, it will be finished off at the event.	
Visual Art strand – ceramic poppies are being made of those that never came back from the war from Paulton and surrounding areas. Names to be put on the back of poppy and will be attached to some sort of net.	
Theatre groups – there will be a team in the tent performing throughout the day. Norton Hill drama group has been contacted.	
Open drama session – to be promoted via social media. An early evening, possibly in the village hall – Fiona and Mark to liaison	MB/FG
Scouts and guides along with musicians South West are going into care nomes to sing songs and make music based on WW1.	
Peace Corporation – to celebrate the end and make it more of a positive spin and put the emphasis on peace and healing. Plan is to get it signed.	
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On the day:

Series of walk about characters.

8 tents will be available, there could be a further 2 but this is to be confirmed. Inside the tents will be:

Interactive scenes

Tapestry

Poppies

Bath College as part of their adult community learning

Family research tent

Future bright – provide and skills for those that are out of work

Knit and Natter group to be contacted about about matters of the time

Flag raising ceremony – Anne to make contact with a neighbour, Mrs Thomas, who is 100 years old. It is hopes that she will be able to raise the flag or be involved in some way.

WWI ambulance man (Ian Fury King) is available – he will come in full costume and ambulance.

Silhouettes – 10 perspex solider outlines, these are available to use at the event and then as and when going forward.

WW1 Sing A Long

Choir – needed. Timsbury Café Choir has been set up but may not be ready in time. Farrington Gurney has one and there is one in Paulton - Starlight in Paulton. Start with Paulton but if not interested Miranda will contact the farrington Gurney

Horses – Shire horses needed. Trying to find some with a cart. Radford has been contacted.

243 Field hospital based in Keynsham may be there.

Mess tent – have had interest, running authentic refreshments.

Name of the Event – WW1 Centenary Event – Paulton Remembers

Times of the event - 11am to 4pm

Suspended standing orders 7.35pm to allow a member of the public to speak.

The following information was provided:

Hayley Shapleton, Paulton Junior School contact.

Dogs (working) and pigeons – club in Paulton Rovers, contact Barry Simmons.

PiP have started a camouflage, it has 250 poppies on it that can be brought to the event. The main mass of poppies, 2500 will be displayed by the co-op.

AL

MS

FG/MS

	The meeting reconvened at 7.45pm	
	Still to be done/confirmed:	
	Mark will provide the flag and will bring to the next meeting.	MD
	Mark will put the Event plan together, Mark and Fiona to work together regarding Risk Assessments.	MB MB/FG
	Fiona to do the signage – toilets	FG
	Flyers are needed – email flyer, followed by a 'Save the Date' flyer and then build on that.	MB
	Recognise Peter Yeates relative	MD
	Chair of B&NES –time to be confirmed	MB
	It was agreed that Dave Willox will provide jacket potatoes, soup, pasties, on the agreement that his van can be decorated.	FG FG
	Paperwork still needs to go off to B&NES – Mark and Fiona to liaise and get it set off.	MB/FG
	Mendip Times, Somerset Guardian and The Journal have been invited. Points West to be invited.	FG
115.	Remembrance Sunday – 11 th November 2018	
	An update was provided:	
	Resolved – that Gail Garlick will read out the Roll of Honours.	
	Martin Solcombe will be available to do the service.	
	Route will be up around the top of the park and down, the minister to announce the route.	
	Tea and coffee – to be confirmed/organised.	FG
	Road closures – Fiona to organise and distribute to several volunteers to deliver.	FG
116.	Christmas Event – 24 th November 2018	
	An update was provided:	
	Fiona will get a price for a new banner as there is now only one. To be placed at the Red Lion and Village Hall car park	FG
	Risk Assessment still needs to be done.	FG
	PADS – can provide elf's but they have no funding to provide costumes. Fiona will go back and suggest homemade type costumes.	FG
	Neil Harrington is going to do sound this year.	

	Resolved – that Councillor Graham Dix, as the longest serving Councillor on the Parish Council, will switch on the lights. Schools to be contacted for orchestras. Resolved – that the judges for the window competition will be Anne, Josh and Miranda. £100 to be spent on first, second and third prizes and the prizes will be hampers.	
	Refreshment for window judging, if the budget has enough in it to cover the costs it will pay for the refreshments, if not then Councillor Hardman has offered to pay for them.	
	Resolved – that £30 is spent on printing A4 and A3 colour posters to advertise the event.	
99.	Date of the next meeting	
	Resolved- that the date of the next meeting is 18 th October 2018 at 7pm	

Signed by Chairman......Date.....