

Minutes from the Events Committee meeting held on Thursday 18th October 2018 at 7.00 pm

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

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

		Actions
118.	Apologies for absence Councillor L Hardman.	
119.	Declarations of Interest There was none.	
120.	Public Participation There was none.	
121.	Confirmation of minutes Resolved – that the minutes of the meeting held on 20 th September 2018 were confirmed as a true record and signed by the Chairman.	
122.	WWI Event – 10th November 2018 <i>An update was given on the actions recorded in the minutes:</i> There is an event on the Friday night before, it was suggested that Sue Burnett may be interested in doing an event on the Saturday. Mark to make contact. Flag to be checked by Fiona when it is brought in by Mark. RA still to be done. Mark to do. Signage for the toilets to be done. Chairman of B&NES has been contacted, she has confirmed that she is coming and will come at the start. The press have all been invited. Western Daily press to be invited as well and Points West. Local radio stations to be contacted as well. <i>Mark provided an update:</i> Margaret will open the event and raise the flag, she will get there at 11am with a view for this to happen at 11.15am. Paulton Concert Band – will be doing 2 x 45-minute slots Food – Ladies Circle are doing the refreshments along with the Methodist Church ladies. A schedule to be put together. Mess tent is probably going to be 12 – 3pm. Mark will source the tea, coffee etc. Cakes will be provided by those doing the refreshments.	MB MB/FG MB FG FG MB

<p>Fiona will get the legal position on the ingredients of cakes and the public.</p>	<p>FG</p>
<p>The Co-op to be asked for a donation of tea, coffee etc.</p>	<p>FG</p>
<p>Refreshments to be charged for and donated to the British Legion.</p>	
<p>It is hoped that those in tents are dressed appropriate to the period.</p>	
<p>Ceramics poppies to be made on the day and sold, all monies to go to the British Legion. There are now 100 ceramic poppies to be arranged into one giant poppy.</p>	
<p>Scouts and Guides will come along as individuals and they have donated the tent.</p>	
<p>Metal beds are being borrowed from the MOD. Ambulance man will be there.</p>	
<p>Peace Corporation – 20 people have been recorded. People will be able to sit down and listen to these recordings. Some of the white poppies, made by PIP, will be in the tent.</p>	
<p>Hot food – Mark to source the camouflage nets for the van.</p>	<p>MB</p>
<p>Fiona to let Mark know how many tables and chairs there are in the hall.</p>	<p>FG</p>
<p>St Johns Ambulance booked.</p>	
<p>Graham to pass on Bowls Club contact to Fiona.</p>	<p>GD/FG</p>
<p>Others that will be there - Future Bright, Somer Valley tapestry – a final panel to be left for completion on the day. 10 silhouettes have arrived for reflection points. There will be a sing a long after lunch. Military drumming workshop. Bath Mind keen to attend and do planting.</p>	
<p>Suggested Peter Yeates closes the event and takes the flag down. At the end, the tapestry will be rolled out. Some sort of music will be there. A minute's silence was suggested for the end or perhaps the beginning of the event.</p>	<p>MB/FG</p>
<p>Mark will get a photographer and the event will be filmed.</p>	<p>MB</p>
<p>Volunteers – 4 positions – car park, top of the park, lost child point/information and floater. Volunteers needed for 2.5 hours therefore 8 volunteers needed. Mark has volunteers. Fiona to organise the volunteers and a timetable. This may be covered by the committee as 8 will be the maximum.</p>	<p>FG</p>
<p>Production Manager will be on site all day with a radio. Miranda will organise radios for the volunteers.</p>	<p>MS</p>
<p>Dressing room may be required. Mark to consider and contact Jo.</p>	<p>MB</p>
<p>Start time – 8 to 8.30am the first crew will arrive.</p>	
<p>First volunteers to arrive 10.00am.</p>	
<p>Pdf poster to be distributed to as many places as possible.</p>	<p>FG</p>

123.	<p>Remembrance Sunday – 11th November 2018</p> <p>Tea and coffee have been organised. To be done by Holy Trinity.</p> <p>Road closures notices have now all been handed to volunteers.</p> <p>Mark and Paul will man the road closure. Fiona will check that the police are covering the road closures.</p> <p>The route is to remain the same as in previous years.</p> <p>Meet at 1.45pm in the car park as usual.</p> <p>No lanyards required. Seats are reserved in the church for Councillors.</p> <p>A handout is not required but it is to be announced.</p>	<p>FG</p> <p>All</p>
124.	<p>Christmas Event – 24th November 2018</p> <p><i>(i) An update was provided:</i></p> <p>New banner done. Waiting to hear from the Co-op if can put there. RA done. Father Christmas – it was suggested that Charlie who did it previously to be contacted. Miranda will announce the winners and Anne to present the prizes of the colouring competition.</p> <p><i>(ii) Volunteers – need more. Councillors that have not responded yet to be asked to give 30 minutes, especially if attending the event.</i></p> <p><i>(iii) 4.30pm to 6.00pm will be the opening time for Santa’s grotto. A queuing system to be organised.</i></p>	<p>FG</p> <p>FG</p>
125.	<p>Date of the next meeting</p> <p>Resolved- that the date of the next meeting is 6th December 2018 at 7pm</p>	

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