

Minutes of the Trowell Festival Village Committee held in Trowell Parish Hall on Monday 29 June 2015 at 10.30am

Present: Cllr Mrs S Williams, Chairman
Cllr Mrs J Bryant, Vice Chairman
Cllr Mrs Cumberpatch, Mrs B Cobon, Mrs I Cook, Mrs M Fry, Mrs P Hughes, Mrs Alison Mitchell, Mrs N Potts, and Mrs P Wilson
Mrs S Pringle, Minutes Secretary

1. **Apologies for absence** - Cllr Mrs L Harley, Cllr K Rigby, Mrs D Bates, Mrs A Potts Padgett, Mrs J McWilliam.

2. **To Elect a Chairman**

Cllr Mrs Williams was proposed as Chairman. Moved by Cllr Mrs Bryant and seconded by Mrs Cook.

Cllr Mrs Williams accepted the nomination.

There were no further nominations.

The motion was put to the vote: All in favour.

Cllr Mrs Williams was therefore duly elected as Chairman.

3. **To Elect a Vice Chairman**

Cllr Mrs Bryant was proposed as Vice Chairman. Moved by Cllr Mrs Williams and seconded by Mrs Cook.

Cllr Mrs Bryant accepted the nomination.

There were no further nominations

The motion was put to the vote: All in favour.

Cllr Mrs Bryant was therefore duly elected as Vice Chairman

4. **To Elect a Secretary**

Mrs Pringle was proposed as Secretary. Moved by Mrs Potts and seconded by Cllr Mrs Williams.

Mrs Pringle accepted the nomination but highlighted that she would be away for a considerable amount of time during September, October and early November, which would mean support would be required to facilitate coordination of the xmas event. Mrs Mitchell suggested that this should be raised at the Parish Council meeting on 14 July to enable the Full Council to

determine how this support could be achieved. Mrs Mitchell highlighted the need to ensure a documented trail of all bookings in order to meet audit requirements. Cllrs Mrs Williams and Mrs Bryant offered to work with Mrs Mitchell if this would help to achieve a solution.

There were no further nominations so the motion was put to the vote based on the need for Full Council approval and agreement to some form of temporary appointment to cover the period from September to December 2015: All in favour.

Mrs Pringle was therefore duly elected as Secretary.

5. **Declaration of members' interests** - None

6. **To approve minutes of the previous meeting – 31 March 2015**

The minutes of the meeting held on 31 March 2015 were accepted as an accurate record.

Moved by Mrs Wilson, seconded by Cllr Mrs Harley.

7. **Annual Review of the Committee's Terms of Reference**

The terms of reference were presented for annual review. Mrs Mitchell highlighted that any changes would need to be approved by Full Council and that additional changes could be made by the Council at any time in order to bring them into line with legislation or other committees.

During discussion the following points were raised and clarified:

- All decisions made by TFVC need to go to Full Council for majority approval.
- Currently members could only help at other events as private individuals. This could not be done under the auspices of TFVC under its current terms of reference.
- Official delegated power from Full Council was required in order to meet audit requirements for fully documented trail for all activities. This required the appointment of a named person for accountability.
- Extending the membership to include representatives from other groups in the village was entirely acceptable as they would then be acting under the auspices of TFVC. When such members participated in activities for their own specific group, they would be acting on behalf of that group, not TFVC.
- The requirement for two Parish Councillors to be present to ensure quoracy could be achieved through the attendance of deputies if necessary.
- Members representing other groups could appoint a deputy to represent them providing that was clearly recorded in the minutes.
- Village Event Diary could be a standing item on the agenda to flag up items to be included on the website to increase the level of notification.
- Parish magazine would be used whenever possible to advertise events
- Any event or activity proposals made by TFVC could be vetoed by the Council. This would mean that it could not be done under the auspices of TFVC but could be done by individuals on a private basis.

Following discussion, in order to ensure TFVC would meet with legal, audit and insurance requirements, it was proposed that the aim of the committee should be reworded to read as follows.

To plan, coordinate, take part in or provide assistance to social events in the village in partnership with the Church and other organisations for the enjoyment and entertainment of the residents.

In addition the first bullet point would be amended to read *sub-committee* to the Parish Council rather than *affiliated*.

All in favour.

These proposals would be put to the Full Council at their next meeting on 14 July 2015.

8. Future Plans for TFVC

It was agreed that TFVC should concentrate their efforts on the organisation of the xmas event but would also consider an additional event for any significant national commemorations. Mrs Potts would let the Friends of Trowell School know that TFVC would not be holding a summer event and put it to them that they might want to make to set a date for a regular event each year in the same vein as the xmas event. This would then be set in people's minds as an annual occurrence. If they wished to use the Parish Hall, they should make application to the Council for consideration. If accepted, the revised terms of reference would allow TFVC to participate in such an event.

Xmas Event – Friday 27 November 2015

- **Advertising** – Banners were not allowed on the public highways but could be displayed on the hedge inside the Parish Hall car park. This would still be visible from the road but would not contravene legislation. Consideration would be given at the next meeting to the use of an old banner (reverse side) rather than go to the expense of a new one.
- **Entertainment** – Peter Presto would be approached with regard to a provisional booking, subject to approval by Full Council in July.
Santa's Grotto – Mrs Potts kindly agreed to take this on for another year, using the theme of Chim Chim-in-ney / Mary Poppins. Mrs Potts would inform the relevant person so that lanterns for the children could be made to link with the theme.
Santa would be contacted with regard to a provisional booking to be confirmed following Full Council approval.
- **Crowd Control** – Notification could be sent out with the request for photographic consent asking for participating children to be dropped off at specific time at side door. Parents/carers would then be admitted via the main door at the start of the event. Somebody would be appointed to man the door to ensure only stallholders were admitted prior to opening time.
- **Car Park** – If possible somebody would be nominated to control the car park to ensure optimum, safe parking. Space would be reserved for Santa's sleigh by the door but it was agreed that, regrettably, the fairground organ would not be invited this year in order to maximise use and safety in the car park.
- **Xmas Trees** – TFVC would have access to two artificial trees so these would be set up on the stage and in the entrance hall. This would obviate the need to move a decorated tree from the stage to the hall but it was noted that the stage tree would need to be dismantled following the event.

- **Raffle Prizes** – As a real tree would not be requested from Trowell Garden Centre this year, Cllr Mrs Williams offered to speak to Mr Henshaw with regard to possible raffle prizes. She also undertook to approach other businesses within the village for similar donations.
- **Stallholder Payments** – Council Members had recommended that all stallholders should be invoiced and payment made prior to the event. This would help to ensure stallholders turned up and eliminate the need for somebody to collect in money and write receipts on the night.
- **Nominated Charity** – NUH Helipad, Barn Owl Project and the Maggie Centre were put forward for consideration.

The Maggie Centre, Nottingham City Hospital Campus, was proposed as the nominated charity for 2015. Moved by Mrs Hughes, seconded by Mrs Potts. All in favour.

9. Financial Position to date

Mrs Mitchell pointed out that the financial statement included the allowance for a summer event, which would not now be required. The statement would be adjusted for the next meeting to show the allowance for the xmas event only.

10. Secretary’s Report

This would now be included as a standing agenda item to allow the secretary to report on any items not on the agenda and actions for future meetings.

11. Date of Next Meeting

Tuesday 4 August at 7.00pm.

Advance apologies were given by Mrs Wilson, who would endeavour to find a deputy.

There being no further business, the meeting closed at 12.00 noon.

Signed:.....(Chairman TPC)

Date:.....