



# Kingshurst Parish Council

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Clerk to the Council: Paula Coyle

## Minutes of the meeting

### Kingshurst Parish Council Events Committee

Held on 16/03/22 at 1.30pm, at the Pavilions Club

**Council Members Present:** *S Daly, B Follows, L Cole, D Cole (Chair), P Sultana, L Browning, P Coyle (Clerk)*

**Apologies:** *S Daly, B Follows*

**In Attendance:** *Lotfi Saidi (Pavilions Club)*

*Paula Coyle*

Paula Coyle  
Clerk to Kingshurst Parish Council

<u>Item</u>		<u>Action</u>
1.	Welcome and Housekeeping: Cllr Cole welcomed everyone to the meeting of the events committee and went through housekeeping rules.	
2.	Apologies: <i>S Daly, B Follows,</i>	

3.	Clerk went through the Events Manual. Health and safety procedures. Roles ,Safeguarding and Security issues were discussed	Agreed
3.1	Roles and responsibilities have been assigned	DC
3.2	Cllr Cole will brief all Councilors at the commonwealth meeting, to be held this evening	Clerk
3.3	All policies and liability insurance to be in place	Clerk
4.	<b>Public meeting Feedback</b>	
4.1	Successful Public meeting, lots of representation from the public, schools and community groups	KPC
4.2	Lee, went through the suggestion from the community, KPC will be implementing some of the suggestions, within the 4-day event	Agreed
4.3	JHN schools have asked to be involved as part of their history project . Clerk to book a meeting in with the school	Agreed
4.4	To involve all the Local community Groups and Churches and community Police. All to have a participating role.	
5.	<b>Thursday 3rd June The lighting of the beacon Ceremony</b>	
5.1	Official event for the Parish Council,1,500 beacons will be lit at the same time across the country and the Commonwealth. KPC will be acknowledged on the queen's roll of honors.	Agreed
5.2	KPC will have to arrange for a piper, bugler, a choir, Army cadets, and Girls Brigade. <a href="https://www.queensjubileebeacons.com/">https://www.queensjubileebeacons.com/</a>	Clerk
5.3	Solihull Mayor's attendance Sunday 5th June, to give out the competition prizes Mayor has been Provisionally booked Cllr Cole Confirm Mayor attendance May 22	DC

6.	Suggestions to hire for jubilee celebration	
6.1	Inflatables, children's characters, Face Painter, Children's entertainers, DJ Workshop, Bird show on Sunday 5th June 22. All the entertainment is provisionally booked	Clerk
	Arts and craft stall, and Community tester sports	Clerk
6.2	Pavilion will hire DJ for event	Agreed
7	<b>Sunday The big lunch</b> The big Lunch is for everyone, it's a simple way to bring people from different generations, backgrounds and cultures together through shared food and conversation.	
7.1	To involve connections church, and other food outlets, P/S will ask Indian restaurant to be involved  Community to bring picnic	PS
8.	<b>Budget</b>	
8.1	<b>To agree budget for queen's jubilee,</b>	Clerk
8.2	<b>To agree budget for Beacon ceremony</b>	DC
8.3	<b>To be put on the Finance agenda.</b>	JK
8.4	<b>To have provisional budget for school involvement</b>	Agreed
9.	<b>Advertising</b>	
9.1	Advertise this event with flyers, Lee will draft up the flyer. Clerk and Lee, will do the promotional work School competitions, local competitions , street competitions	LB
9.2	The Library to be involved	
9.3	CLlr Cole will ask Alvin, Marcus, to let their schools know about the online competitions	DC

10.	Litter Pickers for the day.	PS
10.1	Advertise for volunteers Agreed	Clerk
10.2	Security Lofti will have extra security in place for the 3-day celebration.	Lofti
10.3	The Parish Councils, to arrange Final public meeting, to be held at the Pavilions club	Clerk