



Kingshurst Parish Council

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 Clerk to the Council: Denise Milne

Minutes of the meeting of Kingshurst Parish Council Events Committee held on 05/10/2021 at 11am

at the Seeds of Hope, Overgreen Drive, Kingshurst, B37 6EY

Council Members Present: S Daly, B Follows, L Cole, D Cole (Chair),

Apologies: P Sultana, T Williams, D Milne (Clerk)

In Attendance: L Browning (co-opted in)

<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: Cllr P Sultana and Cllr T Williams	
3.	November 14th Remembrance Day: No Buffet Food will be allowed on the day due to new regulations on COVID. Only tables/stalls will be available with 80 allowed in church and 60 in Seeds Of Hope. Simon Hogan will be doing the service, not the vicar	No Buffet food, Cancelled with Jean.
4.	Queen's Platinum Jubilee (resident name Dot from Corinne Croft has requested this): Looking at doing as a joint venture with the Pavilions, raise at the next working group meeting on 14/10/2021. The event date is 3 rd June 2021 to 6 th June 2021. Items for the event to be discussed at the next meeting.	Raise at the Pavilions working group-meeting (14/10/2021) Agenda item for next Events meeting

5.	Christmas Event 11th December 2021 :	
5.1	<p>Victorian Fancy Dress - no longer required:</p> <p>Group agreed not to have a fancy dress but to investigate something that would identify the organisers/KPC:</p> <ul style="list-style-type: none"> -cost for 12 Badges/Lanyards - cost for 12 Hi-Vis jackets With KPC on Front and Back - Father Christmas outfit, find it and clean? 	<p>Action by Bev</p> <p>Action by Lee</p> <p>Action by David</p>
5.2	<p>To agree hot food van and budget per head:</p> <p>No Buffet food will be allowed on the day, agreement that there will be a Hot Food Van from 12am to 3pm.</p> <p>Budget set at 200 X £5 per head = £1000 (Children and Pensioners only).</p> <p>Using a ticket system to ensure that allocated correctly, stop repeats, obtain Duplicate Books with 0-100?</p>	<p>Need a Ticket Book.</p> <p>What can the Vendor provide for this?</p>
5.3	<p>To agree budget for barriers around Christmas Tree (SD)</p> <p>The Christmas Tree will be in the vicarage grounds from 04/12/2021 to 05/01/2022. CPO for vicarage in place from 06/01/2022 so cannot extend beyond this date.</p> <p>Barriers are required, 6 in total, Travis Perkins are doing is £1 per barrier per day. Can they deliver or Nick will collect in a van.</p>	<p>6 Barriers required for Christmas Tree</p>
5.4	<p>Library:</p> <p>Library has been booked (Keys from Becki/Alison)</p>	<p>Keys on the day.</p>
5.5	<p>Arts and Crafts/Artists:</p> <p>DC confirmed that Circus Mash and Mad Dom have been booked, Face Painting is still allowed.</p> <p>Bev is going to do Arts and Crafts and is asking for funds to replenish items taken from last event, group agreed for this and she will source.</p> <p>No more than 20/30 at any time in the arts and crafts, will need policing on the door and ensure that not taking anything but their own crafts.</p>	<p>Bev to get items for Arts and Crafts</p> <p>Logistics on the day.</p>

5.6	<p>Rubbish/Road Closures:</p> <p>Will need some Litter Pickers for the day.</p> <p>DC to obtain sacks and these will be congregated by bins for collection</p> <p>Road Parking has been suspended for the event.</p>	<p>Pablo to arrange Litter Pickers.</p>
5.7	<p>Father Christmas /Selection Boxes:</p> <p>Father Christmas will be giving out 200 selection boxes to children, DC will monitor allocation. Recommend that ask John Kimberley if he can get cheap Christmas Selection Boxes from Cadbury?</p> <p>Will need Marquee for inside</p> <p>Father Christmas will be on at 3pm.</p>	<p>Ask John Kimberley?</p> <p>Do we still have a Marquee?</p>
5.8	<p>VIP Guests /Attendees:</p> <p>-Mayor attendance has been confirmed</p> <p>-Switch on of lights at 3pm</p> <p>- Police will be attending</p>	
5.9	<p>Merry – Go Round:</p> <p>The Ride will be free via disc's</p>	<p>Will need to obtain tokens?</p>
5.10	<p>Church and Choirs:</p> <p>Ask Pablo if will speak to Church and need to write to the 3 schools.</p>	<p>Pablo/Clerk</p>
5.11	<p>Stalls and Tables:</p> <p>Need to ensure tables and stalls for community events, Peter etc.</p>	<p>Tables?</p>
5.12	<p>Leaflet /Flyer:</p> <p>Amend to add children must be accompanied by an adult.</p>	<p>Lee to amend</p>
5.13	<p>PA Music:</p> <p>Music from 10am – Can John Milne compere?</p>	<p>Can John Milne do the music?</p>

5.14	<p>Helpers and Provisions:</p> <p>Event starts 10am and expected to last until 5pm, group agreed that a sum of money for drinks/food for persons helpers who have done minimum 5 hours, £5.00 in line with 5.2</p>	Arrange tickets
6.0	<p>Date of next meeting:</p> <p>Tuesday 11th January 2022, at the Seeds of Hope, 11am. Any issues in the meantime will be via email.</p>	Denise to book?