



Minutes of Events Committee Meeting held on Monday 3rd April 2023 in the Parish Hall, Church Street, Martock at 7pm

Email : support@martock-pc.gov.uk 01935 822891

Present: Cllr Louise Clarke (Chair) Cllr Paul Helyer
Cllr Sylvia Williams Cllr Suzanne Luxton
Apologies: Sally Scattergood (Deputy Clerk)
In Attendance: None

Deputy Clerk Sally Scattergood was unable to attend due to illness.

It was **resolved** that Cllr Paul Helyer would act as Clerk for the meeting.

477 To receive any apologies for absence

None - all Committee Members were present.

478 To receive any declarations of interest in items on the agenda

No declarations of interest in items on the agenda had been received.

479 To receive a report on any dispensations granted

Not applicable since no declarations of interest in items on the agenda had been received.

480 Public Participation

There were 4 members of the public present at the meeting. However, there were no public comments or questions.

481 Coronation Gifts

Proposal to provide Coronation Gifts to Martock School Children.

It was **resolved** that bookmarks would be procured as Coronation Gifts and that 2 packs of 200 bookmarks would be procured.

It was **resolved** that 230 bookmarks would be provided to Martock VA Primary School: one for each of the children at the school. Bookmarks would also be provided to the two Pre-schools in the village. Remaining bookmarks will be sold at the coronation event book stall.

482 Coronation Event

Proposal to agree the outline plan for the Coronation Event

The following refinements to the Proposed Outline Plan were agreed:

- The event will be a family event running from 11:00 to 17:00

- There will be no requirement for a formally qualified Medic to be procured as there is not deemed to be a significant risk.
- There will be a first aid station and a number of qualified first aiders at the event.
- A local band will be procured.
- All local community groups will be invited to participate in the event.
- 2 card readers will be procured at a cost of £39.99 each.
- Social media publicity will be via the Martock Parish Council Presents Facebook Page

With these refinements included, it was **resolved** that the Outline Plan for the Coronation Event would be adopted.

483 Coronation Event Task and Finish Group

Proposal to confirm the set-up of a Task and Finish Group to conduct detailed planning and arrangements for the Coronation Event.

It was **resolved** to confirm the set-up of the Coronation Event Task and Finish Group.

Cllr Louise Clarke will lead the Group and Cllr Alan Potter will be a member along with several non-councillor members.

The Task and finish group will meet weekly to make the detailed arrangements including:

First aid provision;

Risk assessment

Wet weather plan

Communications.

It was resolved that Louise Clarke would conduct and document the Risk Assessment and that Cllr Paul Helyer would independently review it.

484 Date of Next Meeting

The date for the next meeting is provisionally set for 5th June 2023.

The meeting closed at 7.53 pm

Approved (date):

Signed by the Chair: _____