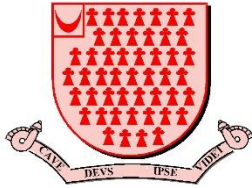


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MARTOCK PARISH COUNCIL

# MARTOCK PARISH COUNCIL

Date of Publication: Tuesday 20<sup>th</sup> June 2023

## EVENTS COMMITTEE

To: Cllrs Clarke (Chair), Helyer, Luxton and S Williams.

Copy to all other Councillors for information.

**YOU ARE HEREBY SUMMONED TO ATTEND** the **EVENTS COMMITTEE MEETING** to be held on **Monday 26<sup>th</sup> June 2023** in the Parish Hall, Church Street, Martock at **7:00pm** for the purpose of transacting the business set out in the agenda below.

*Paul Russell*

Paul Russell  
Clerk to the Council

***Please contact the Parish Office (01935 822891) if you need further information on this agenda.***

### **Public participation time**

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

## **AGENDA**

- 1. APOLOGIES FOR ABSENCE**  
To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1))
- 2. DECLARATIONS OF INTEREST**  
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)
- 3. MINUTES OF PREVIOUS MEETING**  
To confirm the minutes of the Committee meeting held on 3<sup>rd</sup> April 2023 as a correct record (LGA1972 sch12).

- 4. CORONATION EVENT REPORT**  
To receive a report on the Coronation Event. (Report to follow)
- 5. 2023-24 EVENTS PROGRAMME**  
To review the programme of MPC events for the remainder of 2023-24.  
(Report to follow)
- 6. OUTLINE PLAN FOR SUMMER FETE**  
To discuss the outline plan for the Summer Fete and identified items to be considered.(Report to follow)
- 7. OUTLINE PLAN FOR FIREWORKS**  
To discuss the outline plan for the Fireworks Event and agree to proceed on long lead items.
- 8. OUTLINE PLAN FOR MERRY MARTOCK**  
To discuss the outline plan for Merry Martock and agree to proceed on long lead items.
- 9. WORKING GROUPS**  
To set up working groups to conduct detailed planning and arrangements for the Summer Fete, Fireworks and Merry Martock.
- 10. NEXT MEETING**  
The next meeting is scheduled to take place on 31<sup>st</sup> July 2023.



Martock Parish Council  
The Market House  
Church Street  
Martock  
Somerset  
TA12 6JL

Telephone: 01935 822891  
07506286382  
Email: [support@martock-pc.gov.uk](mailto:support@martock-pc.gov.uk)

## **Minutes of Events Committee Meeting held on Monday 3<sup>rd</sup> April 2023 in the Parish Hall, Church Street, Martock at 7pm**

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Email : [support@martock-pc.gov.uk](mailto: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 5<sup>th</sup> June 2023.

The meeting closed at 7.53 pm

Approved (date):

Signed by the Chair: \_\_\_\_\_