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Parish Hall, Church St Martock TA12 6JL  
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Minutes of the Events Committee held at  
7:00 pm on Monday 26<sup>th</sup> June 2023 at Martock Parish Hall

**Present:** Cllr Louise Clarke (Chair) Cllr Paul Helyer  
Cllr Sylvia Williams Cllr Suzanne Luxton  
Cllr Joy Bailey

**Apologies:** None

**In Attendance:** Clara Ross

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

Clara Ross attended as a member of the Events Working Group. There were no members of the public present.

**1 To receive any apologies for absence**

None - all Committee Members were present.

**2 To receive any declarations of interest in items on the agenda**

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

**3 Minutes of the meeting of 3<sup>rd</sup> April 23 to be agreed.**

The minutes of the meeting of 3<sup>rd</sup> April 2023 were agreed, and signed by the chair, as an accurate record of the meeting.

**4 Coronation Event Report**

To receive a report on the Coronation Event.

Louise Clarke had provided a written report, but this had not been circulated. A verbal summary of the report was provided.

- a) The event was generally seen to be very successful.
- b) Total expenditure had been £659.39 and total income had been £1134.35. Profits from the event had been more than sufficient to fund the bookmark gifts for children at Martock Primary School.
- c) It was agreed that a copy of the written report should **be provided with the minutes.**
- d) Louise Clarke undertook to circulate a copy of the Risk Assessment to committee members and provide a copy to the Clerk for filing.

**5 2023-24 Events Programme**

The draft programme of MPC events for the remainder of 2023-24 was reviewed.

- a) It was agreed to recommend to full council that any net income from events, in excess of that budgeted, should be used towards building up an earmarked reserve as a contingency against a need to cancel a fireworks event at short notice after costs have been committed.
- b) The apportionment of the net budget of £5250 for MPC Community Events between the Fireworks Event (£4000) and the Merry Martock Event (£1250) was agreed.
- c) It was noted that the Remembrance Day Parade needed to be added to the programme – this would be arranged by the Royal British Legion, but road closures will need to be arranged through MPC.

### **6 Outline Plan for Summer Fete**

The outline plan for the Summer Fete was reviewed. It was agreed that:

- a) Cost items for the event would be limited to banners (£100) and posters (£40) which would be funded by sponsors.
- b) Stalls for charities and community groups within the parish will be free.
- c) Craft stalls will be charged £15 each and food stalls will be charged £50 each.
- d) The M3 Community Partnership will be arranging to provide children's games.

### **7 Outline Plan for Fireworks**

A provisional booking for the display has already been made for Saturday 4<sup>th</sup> November 2023. It was agreed that:

- a) The Fireworks Event would take the form of a professionally organised fireworks display with entry by voluntary donation, similar to previous years, within the apportioned net budget of £4000.
- b) It was agreed that there will not be any processions or road closures requiring prior agreement.
- c) It was agreed to proceed with formal procurement of long lead items:
  - Professional Fireworks Display
  - 3 qualified paramedics/first aiders
  - Toilets
  - LightingLouise Clarke undertook to provide the Clerk with details of the suppliers and what is required from each.
- d) It was agreed to investigate the procurement of glow sticks and similar items for sale at the event.

### **8 Outline Plan for Merry Martock**

It was agreed that The MPC Community Services Team should conduct the planning and arrangements for the Merry Martock Event within the apportioned net budget of £1250.

### **9 Working Groups**

It was agreed that:

- a) A working group is in place to conduct detailed planning, risk assessment and arrangements for the Summer Fete.
- b) A working group will be established to conduct detailed planning, risk assessment and arrangements for the Fireworks Event.
- c) The MPC Community Services team will form the working group to conduct detailed planning, risk assessment and arrangements for Merry Martock.

### **10 Next Meeting**

The date for the next meeting was provisionally set for 14<sup>th</sup> August 2023.

The meeting closed at 7.57 pm

Approved (date):

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