

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD ON
WEDNESDAY 6th SEPTEMBER 2023 AT 5.30PM AT BROCKENHURST VILLAGE HALL**

Present:

Cllr Paul Pearse	Chairman
Cllr J Korbey	Cllr Richard Wolstenholme
Liz Dodwell	Bronya Szatkowska
Sue Jory	Janet Ward
Elaine Blachford	Evelyn Bartlett
Heather Lawrence	Parish Clerk

1. Election of Chairman of the Events Committee

Cllr Pearse was unanimously elected as Chairman

2. Apologies for absence: Krys Yates

3. Declarations of Interest: None

4. Minutes of last meeting: The minutes of the meeting held on 14th March 2023 were signed as a correct record.

5. Update on Platinum Jubilee Trees & plaques

It was agreed that after numerous attempts to secure the seven locations this has not been possible. It was therefore agreed that trees will be purchased for New Park and the Village Hall. The purchase of plaques to include St Saviours church, who have already planted their tree.

If any additional locations become available at a later date the these can be considered separately.

6. Future events:-

Cllr Pearse discussed the format of the committee and how representatives attend the committee meetings and how we manage the committee in the future. It was also noted that the committee should stand by any decision as to whether an event can or cannot be held.

a) Christmas Fun Evening 1st December 2023

The Parish Council budget is £2000 for this event.

It was agreed that the road closure should continue to be between 16.00 – 20.45.

Last year's spreadsheet to be circulated for everyone to confirm they are happy with the same format.

Grotto

- NF Rotary have confirmed they are happy to run the Grotto
- Usual arrangement with the fire crew and Santa rescue
- The Commoners have confirmed they are happy to accommodate the Grotto
- Greener Brockenhurst are considering at their meeting tonight some plastic free gift ideas.
- College to be asked if they have any students available to help in the grotto (Elves).

Entertainment

- Magic Jack is booked.
- Donkey is booked and a location/stable for the donkey to be considered.
- Fun Fair is booked with a request for a larger selection especially for older children.
- Other options for older children to be considered.
- Friday Girls have been asked but unable to confirm at the moment.
- The Salvation Army are unable to attend.
- The Brassed Toffs to be asked if they are available.
- Brockenhurst Choir to be asked if they are available.
- Busketeers to be asked if they are available.
- Shining Lights to be asked if they are available.
- New Forest Medlars to be asked if they are available.
- An option of having a second entertainment arena halfway down the road was discussed.

Stalls

- A save the date email to be sent to all last year stall holders
- Illuminated Christmas Tree competition – details to be included with the stall booking form. Bronya offered to source a prize but arrangement for who will oversee and arrange the judging is still to be confirmed.
- Stalls to be located a little further down the road to help with crowding at the Tesco Express end of the road.
- RBL have confirmed they would like to run a tombola & FoB bottle tombola.
- PTA would like to run a stall with sweets, lucky dip, face paint/hair and hot dogs if the butchers are not running a BBQ.

Other

- The butcher to confirm if they are able to provide a BBQ
- Snow machine, possible hire
- PA system – RBL have agreed that their system can be used
- Confirmed that Parish Council has purchased four walkie talkies
- Options for a videographer to be explored
- First Aid arrangements to be looked considered
- Clean up arrangements to be considered
- BBA to organise the Best Dressed Window competition & Elf competition

b) Pancake Races Tuesday 13th February 2024

The date is noted. The event has previously been run by the PTA and this will need to be confirmed for next year's event.

7. 80th Anniversary of D Day (6th June 2024), to consider any possible event

The 70th Anniversary celebrations were discussed and it was noted that this was part of a much larger local programme of events including Lymington and Brockenhurst Train station.

Di Fletcher would like to reproduce the history and walking leaflet created for the 70th Anniversary.

It was agreed to find out whether there are any plans for a similar event in 2024 before any further arrangements are considered.

8. Financial arrangements and budget

It was confirmed that the events bank account has been closed and any remaining funds moved into the Parish Council main account.

Any future payments will be subject to the Parish Councils financial regulations.

A budget for the 2024/2025 financial year will need to be agreed and submitted to the Personal and Resources committee before their meeting in November. Cllr Pearce and clerk to look at this before the next events committee meeting.

ACTION POINTS: -

1. Trees – Arrange trees and plaques - Clerk
2. Christmas – Circulate 2022 spreadsheet - Clerk
3. Christmas – Contact fire crew – Clerk
4. Christmas – Grotto prize ideas from Greener Brockenhurst – Cllr Pearse
5. Christmas – Contact college – Clerk
6. Christmas – Fun fair check items – Cllr Wolstenholme
7. Christmas – Contact Brassed Toffs and choirs – Clerk
8. Christmas – Contact Shining Lights – Bronya
9. Christmas - Contact New Forest Medlars – Cllr Wolstenholme
10. Christmas – Save the date email – Clerk
11. Christmas - Prize for stall Christmas tree Competition - Bronya
12. Christmas - Liaise with butchers for BBQ – Clerk
13. Christmas - Snow machine hire – Clerk
14. Christmas – Videographer – Bronya and Clerk
15. Christmas – First Aid option – Clerk
16. Christmas - Clean up options – Clerk
17. Pancake Races – check if PTA can run – Clerk
18. D Day 80th - Check for other event arrangements – Clerk
19. Budget - Set 23/24 budget – Clerk and Cllr Pearse

7. Date of Next Meeting: Wednesday 4th October 2023 at 5.30pm in the Craft Room at the Village Hall.

The meeting finished at 6.40pm

Signed:

Date: 4th October 2023