

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD ON
WEDNESDAY 4th OCTOBER 2023 AT 5.30PM AT BROCKENHURST VILLAGE HALL**

Present:	Cllr Richard Wolstenholme	Acting chairman
	Cllr J Korbey	Janet Ward
	Bronya Szatkowska	
	Heather Lawrence	Parish Clerk

In the absence of Cllr Pearse, it was agreed that Cllr Wolstenholme would be acting chairman for this meeting.

- 1. Apologies for absence:** Cllr Paul Pearse, Philip Dinn, Krys Yates, Elaine Blachford, Evelyn Bartlett and Sue Jory
- 2. Declarations of Interest:** None
- 3. Minutes of last meeting:** The minutes of the meeting held on 6th September 2023 were signed as a correct record.
- 4. Christmas Fun Evening 1st December 2023**

Grotto

- NF Rotary are considering gift ideas supplied by Greener Brockenhurst
- The college has been asked if there are any students available to help.
- A site visit should be arranged with NF Rotary and The Commoners to run through this year's arrangements.

Entertainment

- Brockenhurst Choir have been asked if they are available, still to be confirmed.
- Brassed Toffs are booked.
- New Forest Medlars are booked.
- Buskerteers have been emailed but no response yet.
- Friday Girls are confirmed.
- Shining Lights still to be confirmed.
- Fun Fair has confirmed that they do not have anything suitable for older children. It was noted that the limited space in the road means that a lot of the bigger items could not be accommodated anyway.
- It was agreed that it would be a good idea to have a second entertainment arena halfway down the road, perhaps near The Paddock section of the road.

Stalls

- A save the date email has been sent to all last year stall holders with responses being received. Which other village groups/organisations that could be contacted was discussed.
- Illuminated Christmas Tree competition – details to be included with the stall booking form. Bronya will make all other arrangements.
- PTA to be advised that the butcher cannot provide the BBQ.
- Booking form to be amended and circulated to interested organisations.

- Letter to be delivered to Brookley Road businesses to ask if they are taking part and if they will have a stall outside their business.

Other

- Site plan to be designed to show a second entertainment arena, stalls spaced out further down the road and the fun fair moved up.
- Snow machine hire – machine would need to be mounted onto a building so it would be better to find someone who would be happy to do that first.
- Butcher is unable to provide the BBQ.
- Videographer, Bronya is waiting for a quote from her contact. Clerk has the cost per hour from another company which may be expensive.
- First Aid arrangements. Clerk confirmed that there are no requirements from the insurance company but a risk assessment must be completed to include which states what arrangements are in place. It was agreed that within the attending groups there should be someone who can be nominated as the first aider for the evening. Bronya to check with the football club and the clerk to check with the PTA.
- Clean up arrangements still to be confirmed. Suggestions are either asking NFDC Streetscene for the cost of extra collection or ask businesses with commercial waste bins if they would take an extra bag of rubbish each.
- There will be a Christmas light switch on at the beginning of the evening. Christmas lights will be on daily between 2pm -10pm. Installation date to be confirmed. It was noted that there should be a thank you for businesses that supply the power for the Christmas lights each year. It was queried whether there was any financial support available for those businesses this year.

5. **Future events:** Pancake Races Tuesday 13th February 2024

PTA have confirmed that they will organise and run this event.

Bronya confirmed that FoB have confirmed that they will sponsor the event and provide medals.

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

No further progress, item for the next agenda.

ACTION POINTS: -

1. **Christmas - NF Rotary grotto site visit – Philip Dinn/Cllr Pearse**
2. **Christmas - Snow machine sites – Clerk**
3. **Christmas – Other village groups to be contacted - clerk**
4. **Christmas – Booking form – Bronya and clerk**
5. **Christmas – Letter to Brookley Road businesses - clerk**
6. **Christmas - Amended Street plan – Cllr Pearse**
7. **Christmas – Videographer – Bronya and Clerk**
8. **Christmas – First Aider – Clerk and Bronya**
9. **Christmas - Clean up options – Clerk**
10. **D Day 80th - Check for other event arrangements – Clerk**

7. **Date of Next Meeting: Wednesday 25th October 2023 at 5.30pm in the Craft Room at the Village Hall.**

The meeting finished at 6.40pm