



Oulton Broad Parish Council
Minutes of the Events and Tourism
for the meeting of 20th August 2019

Present: Councillors Christine Ashdown, Paul Carver, Brian Keller, Sandie Keller, Andrew Page and Lee Pullen (Chairman)

Also, in attendance: Tina Page (Clerk).

Public in attendance: none.

ET13. Welcome

ET14. Announcement on Reporting

Councillors and members of the public will be reminded that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

ET15. To receive and consider acceptance of apologies for absence: Cllr Penman did not attend.

ET16. Declarations of Interests and dispensations

ET16.1 To receive Declaration of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the agenda. It was noted that Councillors Pullen and Page are in the retail business.

ET16.2 To receive and consider written requests for dispensations for Disclosable Pecuniary Interests. None.

ET16.3 To note any dispensations previously granted. None

ET17. Minutes To consider and approve the accuracy of the minutes from 10th June 2019. The minutes were agreed as being accurate. Proposed by Cllr Ashdown and seconded by Cllr B Keller.

5 AGREED
1 ABSTAINED

ET17.1 To discuss outstanding actions from last meeting:

ET30. Cllr Falat to write a Memorandum of Understanding for FoNEP: Still outstanding. It was agreed to arrange a meeting between Norse and Marie. **Action Clerk** to arrange a meeting. This was considered no longer necessary and will close the agenda item.

ET9. Clerk to arrange a meeting with the Nearly Festival team in September. This is to be arranged after the Open Air Cinema showings. The Nearly Festival dates were agreed for next year as; 27th and 28th June.

ET18. Public Forum: No members of the public.

ET19. To agree that the Events and Tourism Committee should be ran by Nicholas Everitt Park Trust and not Oulton Broad Parish Council in the future: This was agreed, proposed by Cllr Ashdown and seconded by Cllr B Keller. **ALL AGREED**

ET20. To discuss and agree the plans for VE and VJ events next year, and the purchase of bunting: It was agreed that there would be a separate budget for this, of £1500. **Action Clerk** to confirm the situation of Public Liability for craft stalls. It was considered a good idea to get the local businesses involved for both events. **Action Cllr S Keller** to invite the Hanger Party people. It was agreed that the VE day would be located around the Crescent Car Park and sunken gardens. VJ day would be around the bandstand. **Action Clerk** to ask Paul Rice whether he would DJ. All the above was proposed by Cllr S Keller and seconded by Cllr Carver. **ALL AGREED**

ET21. To receive an update on the Band Stand events this year: Consider using different bands and invite the schools/colleges to play. The Brass Band Suffolk website has a listing of 20 or more. **Action Clerk** to look at organising these earlier for next year. Proposed a budget of £2,500 for next year. Proposed by Cllr Ashdown and seconded by Cllr S Keller. **5 AGREED**
1 ABSTAINED

ET22. To agree the pricing structure for next year: The Clerk mentioned that the OBAC would like 3 extra days this year. This would cost an additional £50.

The charges for the Pavilion use will be £10 per hour £80 per day. There will be a discount of up to 80% for charities at the Clerks discretion. Hire will be agreed on an individual basis. There is a consideration for the Museum management meetings and FoNEP to be free of charge.

Coffee mornings are planned to start from October to March, Parish Council to organise this.

Park Hire: has been divided into 2 zones; main area behind the Museum will be Zone A and charged at £500. Zone B would be the grass area around the pavilion and will be charged at £200. This is intended to keep the park open. There will be the same designated discount at the Clerk discretion.

ET23. To discuss and agree the Terms of Hire for the Pavilion and agree any action: There were a couple of amendments needed, but the bulk of the document was proposed by Cllr Ashdown and seconded by Cllr Carver. **ALL AGREED**
To be ratified at the next committee meeting.

It was noted that there should be a cancellation charge for bands, if they fail to turn up and do not cancel before 7 days of the event, we will charge them 50% of their playing fees.

Administration charges were discussed as being an idea.

ET24. To review the Events and Tourism documentation and agree any action: This document is being amended by the Clerk. Ongoing.

ET25. To discuss the need for a cancellation policy and agree any action: The Bands cancelling has been discussed. If there is a large event, greater than 5 hours then a £50 additional Application fee will be charged per event.

ET26. To discuss the anti-social noise complaints in the bandstand and agree any action: There has been a complaint from the Environment team, regarding music being played late at night, from the bandstand. The Council has agreed with them that the electric to the bandstand will be turned off between events.

ET27. To discuss the need to subscribe to the Purple Guide, which is stated in the Events documentation: It was considered as being only a reference and we will not need to spend money to be a member.

ET28. To review any additional requests for events in the Park and any ideas, and agree any action:

Go Geronimo: **Action Clerk** to look into this and the costing. Carlton Colville had this event this year and it was very good.

Bike Show: There is a volunteer at the museum that would like to have their bike display in the park and the proceeds to go to the museum. The cost to hire Zone A as discussed before would be £500 x 80% discretion. **Action Clerk** to confirm that the proceeds will definitely go to the Museum and that the event has its own Public Liability.

Art on the Railways: would like to come back again next year.

ET29. To agree the budget for 20/21: This has been discussed throughout the meeting. There will be additional budgets for Advertising of £500, Archant, Mark Boggis. Advertising in the Bugle as well.

£2500	Bandstand playing
£1500	VE and VJ Day celebrations
£500	Advertising

ET30. To review the craft fair event and agree any action: There was a discussion regarding Public Liability. **Action Clerk** to confirm ESC Public Liability for Craft stalls.

ET31. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted: nothing was discussed.

To note the date of the next meeting: Due to the fact that this meeting was a long one. It was agreed to meet on a monthly basis. Date of next meeting: 24th September 2019 5.30pm.

There being no more items to discuss the meeting closed at 8pm

Minutes approved on 24th September..... 2019

Signed

Events and Tourism chair