



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH
Telephone: 01702 207707 e-mail: enquiries@hockley-essex.gov.uk
Website: hockley-essex.gov.uk

Minutes from the online Events Committee meeting held on Wednesday 21st July 2021 at 7.30pm.

Present:	<u>Chairman:</u>	Cllr. T. Carter	
	<u>Councillors:</u>	Cllr. S. Martin Cllr. P. Chelmsford Cllr. J. Waight	Cllr. A. Styles Cllr. P. Meacham
	<u>Visiting Councillors:</u>	Cllr. A. Eves	Cllr. B. Thorogood
	<u>Officers:</u>	Kelly Holland, Parish Clerk Clare Austin, Assistant Clerk Nicola O'Riordan Finley, Facilities Manager	
	<u>Members of the public:</u>	Three	

EVT21/1 Election of Vice Chairperson

Cllr. T. Carter proposed Cllr. J. Waight for Vice Chairperson. This was seconded by Cllr. A. Styles.

Recommended that Cllr. J. Waight be elected as Vice Chairperson of the Committee for the remainder of the municipal year.

EVT21/2 Apologies for Absence

None.

EVT21/3 Declarations of Interest

None declared.

EVT21/4 Public Participation Session

No items raised.

7:55pm – Cllr. A. Eves joined the meeting.

EVT21/5 Festive Event

There was an in-depth discussion relating to the 2021 Christmas Celebration event and the following was noted:

- The Event Manager has been instructed and will endeavour to attend future meetings.

- The relevant procedural paperwork was being prepared by the office

The Assistant Clerk presented costs and information relating to the possibility of a drone display as a safer alternative to fireworks. Members had an in-depth conversation about sponsorship of the event, the involvement of local schools and the Santa's Grotto. Concerns were raised over the safety of the Grotto's usual library location with it being so close to the busy diversion road and crossing. The Assistant Clerk provided the committee with a quote from the AA for the road signs for event day. The office explored other options available for hiring similar signs for event day without success.

8:43pm – Cllr. B. Thorogood left the meeting.

Recommended:

- (a) Members would explore ideas for ways to include local schools in the celebration and would bring feasible options to the next committee meeting for discussion/decision.
- (b) The committee would like to continue the successful relationship that the Parish Council have with Rochford Rotary and would invite them to host a Santa's Grotto at the 2021 event. Members and office staff should research alternative possible locations for the Santa's Grotto. Findings to be reported at the next committee meeting.
- (c) The office staff to prepare a draft letter for sponsorship requests (from local businesses) which will be taken to the next committee meeting for perusal.
- (d) The council will accept the quote of £509.00 + VAT for the AA road signage for the event.
- (e) The office will research alternative market stall options and make a start with provisional stall holder bookings.

EVT21/6

Calendar of Events

Members discussed and brainstormed ideas for possible events. The idea of a scaled down event for this summer was proposed but the processes involved, including the creation and approval of an Event Management Plan, was not feasible with the timescale available. The committee discussed the possibility of more summer events for the community next year with the recommendation from the Clerk of a 6–12-month lead time for event planning. Members and officers discussed the creation of a 'Calendar of Events Working Group'.

At this point and further to Standing Order 10(a)(xvi), the Chairman proposed that Standing Order 3(y) limiting the meeting to 2 hours be suspended to allow the meeting to continue.

Recommended:

- (a) It was decided that it would not be possible to hold a community event this summer due to timescale restrictions.
- (b) A Calendar of Events Working Group be formed to brainstorm ideas to be taken to future committee meetings for decisions.

- (c) Cllr. T. Carter, P. Chelmsford and J. Waight be appointed onto the calendar of events working group.
- (d) Cllr. S. Martin to send Festive Light Action Plan documents to office staff and committee members.

Cllr. J. Waight proposed that the following agenda items be deferred to the next meeting due to timing.

Meeting frequency - To consider holding meetings on the scheduled dates for the Festive Lights Sub Committee and whether additional meetings may be required.

Publicity - To discuss ways to publicise events.

EVT21/13 **Items for the next agenda**

To consider the suggestions from the calendar of events working group.

EVT21/14 **Date of future meetings**

The next meeting of the Events Committee will be held on Tuesday 21st September 2021 at 7.30pm.

The meeting closed at 10.08pm

Signed: _____
Chairman

Date: _____