



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

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Minutes from the Events Committee meeting held at The Old Fire Station, 58 Southend Road, Hockley on Monday 4th October 2021 at 7.30pm.

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

EVT21/22 **Election of Committee Chairperson**

Cllr. M. Carter was nominated as Chairman of the Events Committee.

RESOLVED that Cllr. M. Carter be elected as Chairman of the Events for the remainder of the municipal year.

EVT21/23 **Apologies for Absence**

Apologies for absence were received from Cllr. S. Martin and Rev. Gillian Thomson.

RESOLVED that the apologies be accepted.

EVT21/24 **Minutes**

The Clerk answered two queries relating to the minutes. It was proposed that the minutes be accepted; Cllr. T. Carter requested a recorded vote:

For the proposal

Cllrs. M. Carter, P. Chelmsford, S. Chelmsford, P. Meacham, S. Reed, A. Styles and J. Waight

Against the proposal

Cllr. T. Carter

RESOLVED that the minutes of the Committee meeting held on 7th September 2021 be approved as a correct record and signed by the Chairman.

EVT21/25 **Declarations of Interest**

None declared.

EVT21/26 **Public Participation Session**

No items raised.

EVT21/27 **Festive Activities**

Following the cancellation of the street event due to concerns relating to COVID-19, members were conscious that any activity that was proposed should not create unnecessary gatherings of people. There was a discussion regarding providing alternative activities for the children online on the run up to Christmas including a word search and a quiz. Members also discussed a competition for the best decorated house in Hockley.

RESOLVED that

- (a) the Council publish alternative Christmas activities on the website and Facebook page for download.
- (b) the Council run a best decorated house competition.
- (c) Cllr. S. Chelmsford be authorised to approach The Bull for a competition prize.

EVT21/28 **Future events**

The Committee discussed ideas for the forthcoming year whilst being mindful of the COVID-19 pandemic. It was suggested that two large events be held each year (requiring an event management team) and a selection of smaller events throughout the year. There was a discussion where the following ideas were considered:

- Jubilee celebrations
- Festive street event
- Best garden (summer)
- Biggest pumpkin (Halloween)
- Kite flying and picnic on Plumberow Mount
- Easter egg hunt in the woods

As the next meeting of the Committee was scheduled for 16th November, it was proposed that a working group be created to brainstorm ideas for the Jubilee celebrations which would be considered at the next meeting of the Committee. The Clerk was asked to make enquiries with other local Councils to ascertain when other local Jubilee events would be taking place.

RESOLVED that

- (a) a working group be set up to brainstorm ideas for the Jubilee celebrations.

- (b) Cllrs. T. Carter, P. Chelmsford, S. Chelmsford, A. Eves, A. Styles and the Facilities Manager be appointed onto the working group.

EVT21/29 **Budgetary Requirements**

Members of the Committee had researched costings for larger events and the following was noted as a guide for a large event:

Road Closure	£650
Electric Testing	£100
Security	£1300
Event management	£1500
Stage etc.	£900
Barriers	£400
Stalls	£1300
Gifts	£500
First Aid	£300
Overtime	£100
Prizes	£100
Alcohol licence	£150
Publicity	£500
Entertainment	£1,000 +
Total	£8,800+

The Committee were advised that there was a remaining budget of £2,650 for the current year and £3,000 available in earmarked reserves. It was noted that the general reserves could potentially be used towards the events budget but this would need to be referred to Resources and Procedures and Full Council for approval. Members also noted that sponsorship could be sought towards costs.

RESOLVED that a budget of £15,000 be requested for Events in the 2022/23 budget.

EVT21/30 **Items for the next agenda**

To confirm a date for the Jubilee celebrations

To consider the information from the Jubilee working group and confirm the arrangements required for the event.

EVT21/31 **Date of future meetings**

The next meeting of the Events Committee is Tuesday 16th November 2021.

The meeting closed at 8.35pm

Signed: _____
Chairman

Date: _____