



Events Committee

Meeting held Monday 7th September 2009 7.00pm

Catshill Village Hall, Golden Cross Lane, Catshill

Members present	CLRs –D Carter (Chairman), G Blackmoor, A Glendenning, A Kelly, P Masters, G Witcomb
In attendance	CLRs P Baker and Mrs M Owen Rev N Bennett (Baptist Church), Mr J Howlett & Mr D Sullivan (Royal British Legion), Rev A Lyons (Methodist Church), BDC Cllr R Smith – all invited to participate in the first item of business only Clerk - Gill Lungley
Apologies for absence	Nan Adie (Christ Church) invited to attend for the first item of business
Declarations of interest	Cllr Carter – member of NWWA management committee Cllr P Baker – member of Bromsgrove Town Twinning Association
Public Questions	None
Minutes of previous meeting	The minutes of the meeting held 06/08/2009 were agreed and signed.
Discussion Items	<ol style="list-style-type: none"> 1. Remembrance Sunday preparations 2. Review of plans for Halloween Bash 3. Review of plans for the Scout Bonfire 4. Progress regarding vid-clips 5. Debrief regarding the Parish newsletter, Autumn edition 6. Progress of arrangements for senior citizens' social events 7. Progress regarding 65th VE Day commemoration 8. Preparations for the lighted Christmas window competition

To follow up:

1. Remembrance Sunday arrangements 08/11/2009

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| a) <u>Joint service</u> to be held from 10.00am at the Middle School; GL to book school hall. After the joint service marchers will gather in the car park of Chadsgrove School. | GL
All |
| b) <u>Service sheets</u> and format – Neil and Andy will liaise; use standard format x 150 for the school service and x200 for those attending at the War Memorial. | NB/AL |
| c) <u>Poem and Reader</u> – Neil and Andy to organise reader, GB, AG and PB to sort out the poem. | NB/AL |
| d) <u>Music</u> – Blackwell Brass Band to attend (includes bugler); parish council to provide gazebos for the Band to sit underneath (chairs to be provided from Working Men's Club?). | GL |
| e) <u>PA System</u> – Roj Smith to provide; electricity via mains cabinet. | RS |
| f) <u>Electricity supply</u> – now permanently installed; lights to be turned on for 3 weeks from 25/10/2009 and again over Christmas from 18/12/09 until 02/01/2010. | GL |
| g) <u>Traffic Arrangements</u> – Bromsgrove DC have granted road closures for full length of Meadow Road and for Stourbridge Road between Rocky Lane and Claypit Lane/Church Road. | GL |

Beaumont Traffic Management Ltd will be managing the procedure regarding diversions and road closure signs (including advance warning signs that will be put up 2 weeks in advance of the road closures) and the parish council will need to appoint a minimum of 10 stewards (at least 2 responsible people at each road closure point) whilst the roads are closed ie between 10.45am – 11.20am. Residents of the affected roads will be directly notified of the proposals (GL to write) and public notice given via local newspaper. PC

- h) Refreshments afterwards – it is expected that the Working Men’s Club will host the gathering after the service at the War Memorial; the Parish Council can provide the tea, coffee and biscuits. Urns for hot water can be provided from various community outlets – RS to ask. GL
RS
- i) Press Releases and publicity – the churches will produce posters and distribute. PB and GL to liaise regarding press releases; info also to be posted on the parish council website. PB/GL
- j) Any other business – it is expected that the conifers on either side of the War Memorial will be removed soon, at any rate before 08/11/09. It is not known who has the List of Names of those being remembered; a list will be compiled and retained by the Parish Council for future reference. GL
GL

The invited guests were thanked for attending and left the meeting.

2. Halloween Bash

- a) The tickets will be numbered, style approved, AK to print; age range 11 – 13 years only. AK
- b) The Head Teacher of the Middle School will be asked to advise on distribution of the tickets. AG
- c) AG has arranged for a delivery of straw bales. AG
- d) Liaison with Scouts has been delayed due to holiday period. AG
- e) The music will be provided by a local d-j (The O’Grady’s); AG has a Raw Fear cd. AG
- f) Refreshments will be provided via the Scouts (children will need to pay)
- g) AG has sourced the pumpkins; battery-operated t-light candles have been obtained. AG
- h) AG will contact a face-painter for the event. AG
- i) The d-j will be asked about the lighting. AG

3. Scout Bonfire

Nothing to report as yet due to holiday period. AG

4. Vid-clips – youth competition

CLlr P Masters has set up an e-mail address to receive the videos.

There followed a discussion about a Communications Committee to gather together the differing strands of the IT and newsletter working parties under one committee. This to be reviewed at next year’s Annual Parish Council meeting (27/05/2010). All

5. Parish Newsletter, Autumn 2009

This had now been delivered by DLM; some members commented they had not received a copy and this would be taken up with DLM. The next three issues would be the Winter 2010 issue to be prepared in January for February delivery, Spring issue prepared in April delivered in May, Summer issue prepared in July to be delivered in September. GL
AK

6. Senior Citizens' Activities

The manager at Marlbrook PH had agreed to make an area available on Thursday mornings, starting 24/09/2009. Members agreed to cover the cost of tea and coffee refreshments for the first three weeks. This will be advertised via word of mouth, via Mark Davies' bus and local notice boards. AG will meet and greet as facilitator for the first three weeks.

AG
AG/GL
AG

7. 65th VE Day Commemoration

No further progress to report.

8. Christmas window lights competition

The competition will need to be publicised; the lights are to be internal around the window to be seen from outside. Judging to take place on Monday 21st December.

Item for consideration at next meeting – members were keen to have hi-viz jackets for when on site visits for parish council business.

Date and time of next meeting No date was set for the next meeting of this committee
This meeting ended at 8.30pm

Agreed as a true record of the meeting held 07/09/2009

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Chairman, Events Committee
Catshill and North Marlbrook Parish Council