**ALFRETON TOWN COUNCIL**

**MINUTES OF THE EVENTS COMMITTEE HELD ON 26TH SEPTEMBER 2022 AT 6PM IN ROOM 1**

**#**



Present:

Chairman of Committee: Cllr H Jowett

Committee Members: Cllrs M Kerry & D Taylor

Officer: T Crookes

14/22x To receive apologies for absence

None were received

15/22x To receive any declarations of interest from Members

None were received

16/22x Public Participation

There were no members of public present

17/22x To consider any items which should be taken in exclusion of the

press and public

There were none

18/22x To read and consider the minutes of the last meeting

The minutes were read

19/22x To Approve the minutes of the last meeting as a correct record

**RESOLVED**

The minutes were approved as a correct record

20/22x To review the event scope document – Christmas Lights Switch On

**RESOLVED**

The document was approved with an amendment to include additional information regarding stalls at the Market and Severn Square

21/22 To confirm entertainment for the Christmas Lights Switch On

It was confirmed that £4014 had been spent with £4985.33 remaining within the Events Budget

**RESOLVED**

That the entertainment is approved and additional entertainment will be organised within the Events Budget in consultation with Lead Members considering other event activity in particular remembrance Sunday road closures and first aid, Steel Band

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROVIDER | Notes | QUOTE | DEPOSIT | REMAINING |
| PDP CHARACTE | 2-6pm and Santa | 330 | 50 | 280 |
| Joker Entertainment |  | 840 | 120 | 720 |
| Location Audio | Deposit from 2020 | 1550 | 375 | 1175 |
| Mayor Stall | Glow sticks and wands | 500 | 0 | 500 |
| Jugalubs | 6 hours | 220 | 0 | 220 |
| Chernobyl | Sleigh and face painting | 150 | 0 | 150 |
| Roger Stevenson <rogerandjean12@gmail.com> |  | 100 | 0 | 100 |
| Ilkeston Brass Band | gazebo and 25 chairs severn sq | 300 | 0 | 300 |
| Staff |  | 3990 | 545 | 3445 |

22/22 To confirm stalls for the Christmas Lights Switch On

**RESOLVED**

4 stalls have been booked for the Market

4 spaces available on Severn Square with 1 already booked

23/22 Review risk assessment approval for the Christmas Lights Switch On

**RESOLVED**

The risk assessment was approved

24/22 Plan member and staff availability

**RESOLVED**

1. That the Town Clerk is on site all day as H & S contact. That other staff are available to support throughout the day
2. That Members are requested to specify their availability

25/22 To consider a budget for a Party in the Town/Mayor Day and date

1. To confirm underspend 2021/2022 and adjustment required for 2022/2023 budget

**RESOLVED**

That a Mayor Day is planned for 10th June 2022