



Wimborne Minster Town Council

The Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

Minutes of the **Community Events and Liaison Committee** meeting held on
4 October 2023 at 7pm in the Committee Room at Wimborne Minster Town Hall, 37 West
 Borough, Wimborne, Dorset BH21 1LT.

Present: Councillors: S Bartlett, C Chedgy, J Hart, D March (Town Mayor) and A Roberts.
 Officers: L Harrison (Town Clerk) and G Mason (Community Events Liaison
 Officer).
 Members of the Public: none.

CEL/2023/001	Election of Chairman Cllr Roberts proposed to nominate Cllr March as the Chairman of the Committee, seconded by Cllr Bartlett, all in favour. Resolved: Cllr March was elected Chairman of the Community Events and Liaison Committee.
CEL/2023/002	Election of Vice Chairman Cllr Chedgy proposed to nominate Cllr Hart as the Vice Chairman of the Committee, seconded by Cllr Bartlett, all in favour. Resolved: Cllr Hart was elected Vice Chairman of the Community Events and Liaison Committee.
CEL/2023/003	Apologies for absence Apologies were received from Cllrs C Butter, L Hinks, J Morgan, B Richmond, S Wheeler (all non-business). Cllr Hart proposed to accept apologies, seconded by Cllr Chedgy, all in favour. Resolved: apologies for absence were approved.
CEL/2023/004	Declarations of interest and dispensations Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).
CEL/2023/005	Public Participation None.
CEL/2023/006	Committee governance The Committee's Terms of Reference and relevant policies and procedures were noted.
CEL/2023/007	Calendar of events The draft calendar of events for the town was noted and it was confirmed that an updated document was to be updated and circulated.
CEL/2023/008	Forthcoming events The Town Mayor's Fashion Show 8 March 2024 was discussed including expenditure costs for the event. Cllr Chedgy noted any profit for the event would go to the Town Mayor's charities, any loss would be absorbed by the

Council and proposed to budget for the event via the Town Mayor's allowance, seconded by Cllr Hart, two in favour, three against. It was agreed to delegate the calculations for the event in terms of expenditure and income, including ticket prices, to the Finance Manager, Town Clerk and Community Events and Liaison Officer, to explore the option of a budget virement to the Civic Day cost centre, and report back to the Committee. It was agreed that sponsorship options should also be explored.

The Community Events Liaison Officer confirmed the arrangements for the Remembrance Day Parade and Service on 12 November 2023 were in place including the option of the official signing the Armed Forces Covenant either at the Minster or Royal British Legion.

The Christmas lights switch-on event on 25 November 2023 was discussed. The Town Clerk asked the Committee to confirm the colour of the lights for the Christmas tree. Cllr March proposed to have white lights, seconded by Cllr Hart, three in favour, two against.

Resolved: the Christmas tree lights colours were confirmed as white.

The Town Clerk asked the Committee to consider changing the location of the stage for the Christmas Lights switch-on event from in front of the Christmas tree on the town square to onto the road The Square junction with West Street and West Borough, to improve visibility and sound. Cllr Roberts proposed to agree to the change of the stage location for one year, seconded by Cllr Hart, all in favour.

Resolved: the location of the stage for the Christmas Lights switch-on event was moved for one year from the town square location in front of the Christmas Tree to the road The Square junction with West Street and West Borough.

The acts and performers at last year's Christmas Lights switch-on event were discussed and it was agreed the previous acts/ performers and three other performers were to be approached for performing at this years event, split into in 30 minute sessions (including stage set up and exit), within the timings of 1pm to 4pm. The compere for the event was also confirmed (the Town Crier) and it was agreed representatives from one of the Town Mayors charities were to be invited to switch the lights on and the others to watch the event. The Committee confirmed local supermarkets were to be approached and requested to donate mince pies to hand out at the event with any spare donated to the local food bank and the children's poster competition was to go ahead and used to publicise the event. The administration for the event was also to be progressed (road closures and security, waste collection, music licence, first aid support, event management plan and risk assessment, advertising etc).

The Town Mayor's Christmas Eve collection was confirmed, with staff support in relation to collection tin security.

The New Years Eve event was discussed and the following agreed:

- Use of the Kings Head Public House balcony and associated room
- participation of the Milita, Town Crier, Town Mayor, bag pipe player, and Radio Wimborne

	<ul style="list-style-type: none"> • provision of a minimum of six volunteers and barriers to support crown control • supply of refreshments for councillors, staff, volunteers and participants attending the event at the venue • administration of event (road closures and security, music licence, event management plan and risk assessment).
CEL/2023/009	<p>Town Crier and Militia events 2024</p> <p>The two events to be organised by the Town Crier (Southern England Town Criers Competition 6 May and Wimborne Militia 25 Year Anniversary, date to be confirmed) were noted and supported in principle. Both events were to be brought back to the Committee when more information was available.</p>
CEL/2023/010	<p>D Day 80th Anniversary event 6 June 2024</p> <p>The information for the event was discussed and it was agreed the Community Events and Liaison Officer was to report back to the Committee with the following costings and information following liaison with local organisations including Wimborne Cemetery JMC, Wimborne BID, the Museum of East Dorset, and Minster:</p> <ul style="list-style-type: none"> • quotes to supply picnic tables/benches • costs to erect and bring down bunting • cost of a road closure and security around the town square on 6 June 2024 (times to be confirmed) • local supply of fish and chips 4pm to 7pm in the town square • first aid • proclamations • lighting the beacon at Wimborne Cemetery supported by the local fire brigade • enquiries to identify other relevant representative presence in the town square for the event (War Graves Commission, local tank museum and signals museum, re-enactment groups etc).
CEL/2023/011	<p>Parish and town council elections 2 May 2024</p> <p>It was agreed the Office would undertake research to identify and recommend PR activity that promoted the election and attracted potential candidates, and report back to the next Committee meeting.</p>
CEL/2023/012	<p>Date of next meeting and close of meeting</p> <p>The next meeting date was confirmed (8 November 2023) and meeting closed at 8.55pm.</p>

Signature of Chairman:

Date: