



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 **8 November 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).
Members of the Public: none.

CEL/2023/013	<p>Apologies for absence</p> <p>Apologies were received from Cllrs C Butter, L Hinks, J Morgan, and S Wheeler (all non-business). Cllr Hart proposed to accept apologies, seconded by Cllr Bartlett, all in favour.</p> <p>Resolved: apologies for absence were approved.</p>
CEL/2023/014	<p>Declarations of interest and dispensations</p> <p>Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).</p>
CEL/2023/015	<p>Public Participation</p> <p>None.</p>
CEL/2023/016	<p>Minutes of the Committee meetings 12 September and 4 October 2023</p> <p>Cllr Hart proposed to approve the minutes of the previous Committee meeting on 12 September 2023 as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12), seconded by Cllr March, three in favour, two abstention.</p> <p>Resolved: the minutes of the previous Committee meeting on 12 September 2023 were approved as a correct record and signed by the Chairman.</p> <p>Cllr Chedgy proposed to approve the minutes of the previous Committee meeting on 4 October 2023 as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12), seconded by Cllr Hart, all in favour.</p> <p>Resolved: the minutes of the previous Committee meeting on 4 October 2023 were approved as a correct record and signed by the Chairman.</p>
CEL/2023/017	<p>Previous actions</p> <p>The updated calendar of events was noted and amendments and one action (contact the Priest House) agreed.</p> <p>The Town Mayor's Fashion Show event on 8 March 2023 was discussed. Cllr Bartlett proposed to approve the event, that the budget for the event was to come out of this year's civic day budget, and note the Committee</p>

	<p>had reservations around the risk and exposure to the public purse with regard to budgeting for the event and in future any events were to be pre-authorised. Seconded by Cllr Roberts, all in favour.</p> <p>Resolved: the Town Mayor's Fashion Show event on 8 March 2024 was approved, the budget for the event was to come out of this year's civic day budget, and the Committee had reservations around the risk and exposure to the public purse with regard to budgeting for the event and in future any events were to be pre-authorised.</p> <p>The budget for the Christmas Lights event on 25 November was discussed. An additional cost of £220 for the white picket fence around the Christmas tree was debated and it was agreed officers were delegated authority to cost the purchase of fencing going forward. The infrastructure upgrade cost for lights was discussed and it was agreed officers were to go back to the contractor and remind them that this cost had been agreed as inclusive of the original quote in March 2023. The music licence fee of £178, estimated electric cost of £510 and bins/clear up cost of £590 were noted. Cllr Chedgy proposed to approve the above costs for the Christmas Lights event, and lights infrastructure upgrade costs and picket fence costs were not approved, seconded by Cllr Bartlett, all agreed.</p> <p>Resolved: the Christmas lights costs for a music licence fee of £178, estimated electric cost of £510 and bins/clear up cost of £590 were approved and infrastructure upgrade costs and picket fence costs were not approved.</p> <p>The Town Crier events were noted. Cllr Bartlett proposed the Committee supported the events in principle subject to liaison with the Town Mayor and Town Clerk regarding cost and management of the events, seconded by Cllr Chedgy, all in favour.</p> <p>Resolved: the Committee supported the two Town Crier events in principle subject to liaison with the Town Mayor and Town Clerk regarding cost and management of the events.</p> <p>The Town Clerk informed the Committee of another event being hosted by the Civil War Society in the Town next year and it was agreed the Society were to be invited to a Full Council meeting to provide more information regarding the event.</p> <p>The D-Day anniversary event next year was discussed. Cllr Bartlett proposed the Committee set up a Working Group / Task and Finish Group to explore running an event at Redcotts Recreation Ground supported by officers, seconded by Cllr Roberts, all in favour.</p> <p>Resolved: a Working Group / Task and Finish Group was to be set up to explore running an event at Redcotts Recreation Ground supported by officers for the D-Day Anniversary event next year.</p> <p>The Community Events Liaison Officer reported initial PR work was being undertaken to promote the town and parish council elections in May next year and further information would come back to the Committee detailing ideas to promote the role of a councillor.</p>
CEL/2023/018	Forthcoming events

	<p>The Community Events Liaison Officer confirmed the arrangements for the Remembrance Day Parade and Armed Forces Covenant pledge signing were in place with the Royal British Legion.</p> <p>The timings for the acts for this year's Christmas Lights switch-on event were agreed.</p> <p>The Town Mayor's Christmas Eve collection was confirmed as taking place on Saturday 23 December and going forward it was agreed to call this event the Town Mayor's Christmas charity collection.</p> <p>Officers confirmed a meeting had taken place with the new manager at the Kings Head PH regarding the New Years Eve event and the use of the venue (balcony) had been confirmed. It was also confirmed another volunteer had been identified to provide the sound / PA system for the event and consideration of volunteers was needed to protect members of the public from the Militia as they fired at the event.</p> <p>The Town Mayor's Civic Service date was noted and it was agreed this event would be brought back to Committee after new year.</p>
CEL/2023/019	<p>Committee draft budget 2024/25</p> <p>The draft Committee budget for 2024/25 was discussed and amendments agreed. Cllr Chedgy proposed to approve the draft budget with amendments for recommendation to the Finance and Governance Committee, seconded by Cllr Hart, all in favour.</p> <p>Resolved: the Committee's draft budget for 2024/25 with amendments was approved for recommendation to the Finance and Governance Committee.</p>
CEL/2023/020	<p>Date of next meeting and close of meeting</p> <p>The next meeting date was confirmed (6 December 2023) and meeting closed at 9.18pm.</p>

Signature of Chairman:

Date: