

Birstall Parish Council

Minutes of the Meeting of the Gala and Civic Functions Committee
Held in the Village Hall, Birstall Road, on 23 February 2015

Present: Councillors M Allen (Chair), R Dickinson, T Fowler, E Marshall and A Marshall.

In attendance: Mrs S Coulson (Clerk to the Council).

375 Apologies for Absence: PC D Jaeckels

376 Disclosure of Pecuniary and/or Personal Interests / Requests for Dispensations: None.

377 To sign as an accurate record the minutes of the previous meeting:

RESOLVED: that the minutes of the meeting held on 24 November 2014 be signed as a correct record.

378 Public Participation: None.

379 To consider co-opting a member of the public onto the Committee:

The member of the public that had expressed an interest did not attend the meeting.

380 Arrangements for 2015 Gala:

a) Progress Report:

The progress report was delivered and a discussion took place. The Clerk reported that everything was on schedule.

Cllr T Fowler mentioned whether a comparison price should be sought for the firework display, just to evidence that we were getting best value for money.

RESOLVED: for the Clerk to get a price comparison and bring it back to the next meeting.

b) To receive an Income & Expenditure report for 2014:

RESOLVED: that the report be noted.

c) Programmes / Admission:

The Clerk suggested that the programmes could be used to evidence proof of £1 entry fee. The Income & Expenditure sheet demonstrated that it was not worth selling them separately or with a raffle ticket.

A discussion was held:

RESOLVED: to order 4000 programmes for 2015 and not to have a raffle at all.

The Clerk reported that it had been noticed that more income could have been generated if the entrance tables were manned up to 7:00pm on the Sunday evening to capture those who just attend the Proms event.

Cllr A Marshall mentioned that Councillors need to be asked to set aside at least half a day to help at the Gala and asked for Staffing the Gala to be put on the next Council agenda.

d) Update on funding received:

The Clerk reported that £3,000 had been received from the Edith Murphy Foundation and £250 from the Florence Turner Trust.

e) Promotion of the Event and Bands:

The Clerk informed the Committee that she would like to promote the bands more widely this year,

particularly on social media and as early as possible to generate more interest. The usual press releases would be made at the appropriate times to local newspapers.

A discussion was held around other activities that could be brought to the event such as asking the Quilters, History Society, Allotment Society, and a Tug of War competition.

RESOLVED: for the Clerk to contact the relevant organisations and to liaise with Charlotte Foy of the White Horse to see if a Tug of War competition could be put together.

f) To consider increasing the stall fees:

The fees for the stalls had not been increased since the Gala began in 2000. The Clerk suggested a £5.00 increase.

RESOLVED: £15.00 for one stall and £20.00 for two.

g) Fireworks set to music costs:

A request had been made by one of the performers at the Gala 2014 to be able to compose music for the firework display.

The Clerk reported that she had received costs for choreographing the firework display to music.

8 – 10 minute display with no music = £1,000 to £1,500
8 – 10 minute display choreographed = £2,000 to £3,000

A discussion was held over the logistics of handing over from the Proms to the sound engineers and the Pyrotechnics company could result in delays, whereas at the moment it was all timed with a 10 second count down from the stage which works well.

RESOLVED: not to proceed with choreographing the firework display.

381 Civic Service 2015:

a) To agree a date:

The Clerk informed the Committee that the Leicester Marathon was later this year, scheduled for the 25 October 2015 and therefore suggested Sunday 11 October 2015

RESOLVED: that the Civic Service date would be Sunday 11 October 2015.

b) To agree arrangements, Caterers and Church:

Three churches in Birstall are selected in rotation and this year is the turn of St James the Great Church.

RESOLVED: for the Clerk to notify St James the Great Church and make the appropriate arrangements.

The Clerk asked if the Committee were happy to continue to employ Ruby Tuesday's to provide the catering for the Civic Service.

RESOLVED: to employ Ruby Tuesdays and for the Clerk to obtain menus and prices.

382 Christmas Lights Switch On 2015

a) to agree a date:

The Clerk reported that this event usually takes place on the first Friday in December and that for 2015 this would fall on 4 December.

RESOLVED: to accept the 4 December 2015 as the Christmas Switch On date.

b) to receive feedback from 2014 event:

The Clerk reported that a number of comments were made on social media and emails received from

members of the public about the large tree not being spectacular enough.

A discussion was held.

The Clerk informed the Committee that she had received a letter from a company that specialises in Christmas displays and asked the Committee for their thoughts on approaching this company to see what they could offer and how much it would cost.

RESOLVED: for the Clerk to approach the company concerned and report back to the next meeting with a proposal and a quote.

383 Staff rates of pay:

Due to the confidential nature of this item, and members of the public present as Committee Members, the Clerk recommends that it is taken to the next Management & Policy Committee meeting for a decision and the outcomes reported back to the Committee.

384 Date of next meeting: Monday, 27 April 2015

The meeting closed at 6.20pm

_____ Chairman

_____ Date