

# Wickersley Parish Council

## Minutes of the Light Switch On Committee Meeting 9.30am 4<sup>th</sup> October 2017 held at Wickersley Community Centre

Members: Cllrs: - S Ellis (Chairperson), P Beighton, C Grimes, B McNeely, P Thirlwall

In Attendance: Rachel Chico (Clerk)

**23. To receive apologies for absence**

None

**24. To elect the Chair of the Committee**

**Resolved : S Ellis elected as Chair**

**25. To elect the Vice-Chair of the Committee**

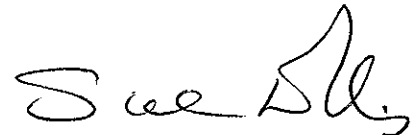
**Resolved : P Thirlwall elected as Vice-chair**

**26. To review de-brief of 2016 event / 2016 information**

Information from de-brief to be used for changes for this event in 2017. Stalls to be maximum of 3x3 and not provided by Parish.

**27. To note 2017 budget**

**Resolved : The below budget was noted:-**



# Wickersley Parish Council

Wickersley Light Switch On - Financial Statement		Budget to March 2018 A	Actual Income/ Expenditure B	Difference C=A-B
<b>INCOME</b>				
Donations		£100.00	£0.00	£100.00
<b>Total income</b>		<b>£100.00</b>	<b>£0.00</b>	<b>£100.00</b>
<b>EXPENDITURE</b>				
<b>Infrastructure</b>				
RMBC	Temporary Event Licence	£21.00	£0.00	£21.00
RMBC	Markets Licence up to 50	£100.00	£100.00	£0.00
RMBC	Road Closure	£525.00	£400.00	£125.00
RMBC	Admin Fee	£15.50	£15.50	£0.00
Tree	Tree £345 / RMBC £275.75	£810.00	£620.75	£189.25
Lights		£500.00	£0.00	£500.00
<b>Entertainment</b>				
Acts and staff	First aid	£500.00	£75.00	£425.00
Comperes T Nurse		£50.00	£0.00	£50.00
Generator	Fuel etc	£100.00	£0.00	£100.00
Other	Baton Lights	£500.00	£116.49	£383.51
<b>Publicity</b>				
JC Create	Leaflets	£100.00	£0.00	£100.00
Other		£778.50	£0.00	£778.50
			£0.00	
			£0.00	
			£0.00	
			£0.00	
			£0.00	
			£0.00	
			£0.00	
<b>Total</b>		<b>£4,000.00</b>	<b>£1,327.74</b>	<b>£2,672.26</b>
<b>SURPLUS / -DEFECIT (met by COUNCIL)</b>		<b>-£3,900.00</b>	<b>-£1,327.74</b>	<b>-£2,572.26</b>

28. To confirm date and time

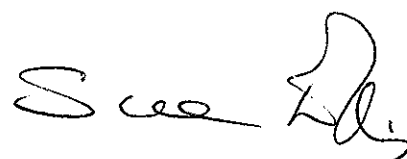
**Resolved : Saturday 25<sup>th</sup> November 5:30pm – 7:30pm**

29. Christmas Tree

Ordered and to be installed by RMBC as per previous years

30. To consider entertainment

- Performances and Order



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**Resolved** : Schools to go first for 15 mins, then Youngstars, WMTC, Blu Crew. To thank but refuse Alexandra Hans. Trevor to compare and be invited to the next meeting.

- Library space entertainment

**Resolved** : To look at options for people dressing up and options for library, if not other options to have the Wizard storyteller.

- Performances and Order

**Resolved** : Provided by Rotary

31. To approve risk assessment

**Resolved** : Approved.

32. To approve lost children's / vulnerable person policy

**Resolved** : Approved.

33. Map and Stalls

**Resolved** : To have fair ride, Hog roast and Greedy Greek. To ask Methodist to site food seller on boundary wall of car park, if not to slot onto the main run on the slip road.

33.1 Advice for indoor exhibitors

33.2 Advice for outdoor exhibitors

**Resolved** : Item re donations to add in "However this is not expected from charities." For food sellers to be worded to state as a commercial organisation a donation is expected of around 10% of takings. Form to be sent out with email confirmations for stall holders to place in their car showing contact number etc as a form of entry requirement.

33.3 Poster

**Resolved** : To be altered to say Wickersley Parish Council Christmas Light Switch on. Some to be printed A3.

33.4 Information Sheet

Noted.

**Resolved** : Discussion took place regarding Parish Councillors having clearer instructions to be ambassadors at the event to be able to verbally tell people of happenings during the event. Jobs list to go on the next Parish Council agenda. Clerk to look for volunteers to hand out lights.

34. To discuss forms for completion

The following forms have been submitted: -

Events Notice

Road closure

Markets License

Emergency Services

# Wickersley Parish Council

**35. To note dates for next meeting**

Thursday 16<sup>th</sup> November 09:30 am Trevor to be invited

The meeting closed at 10.50am

Chairperson.......... 16<sup>th</sup> November 2017