



Thurcroft Parish Council

Gordon Bennett Memorial Hall, Green Arbour
Road, Thurcroft, Rotherham, S66 9DD

e: clerk@thurcroftparishcouncil.gov.uk

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Minutes of the Events Committee meeting held Wednesday 19th July 2023

Present Councillors: **C. Walker (Chair), B. Clark, J. Ronksley & N. Ronksley** (4 Councillors present).

Apologies were received from Councillors: **M. Howis**.

There was one member of the public in attendance.

The meeting started at 6.30pm.

EN/2023/26 To receive and approve reasons for absence

Resolved:- Councillors approved apology received from M Howis.

Voting:- 4 councillors present. All councillors voted for.

EN/2023/27 To receive declarations of interest in respect of business on the agenda.

Resolved:- No declarations of interest were received.

EN/2023/28 To receive and approve the minutes of the meeting held on Thursday 20th April 2023.

Resolved:- That the minutes from the last Events Committee held on Thursday 20th April 2023 be approved as a true and accurate record.

Voting:- 4 councillors present. All councillors voted for.

EN/2023/29 To note any matters arising from the minutes of Thursday 20th April 2023.

The minutes related to the Kings Coronation which has now passed, there are no further matters to report.

EN/2023/30 To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature to be discussed.

No items identified for exclusions.



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EN/2023/31 Public Participation Session

Cllr McCartan attended as a member of the public to update on the Christmas lights for the village. The committee noted her contribution that the lights were now being installed.

EN/2023/32 To discuss and consider the Remembrance Sunday event for 2023/24

The Clerk introduced the item making reference to the Remembrance Sunday post-event document that was put together following yesterday. Please see attached **Appendix 1** for the Planning Document. Highlights for changes;

- Arrange a meeting between Clerk, Veterans and Church on plans for Remembrance.
- Can anything be put in place if the service finishes earlier?
- Wreath orders to confirm from Parish Council – Church, Police, Veterans, Parish Council x2 for Thurcroft and Brampton
- £300 budget for refreshments from Church.
- Ask for volunteers four weeks before the event if they would like to be involved.
- Order 25 Lamppost hardwearing poppies for Laughton Common. Brampton to bring back and count how many they have so a recommendation to Council can be made.
- Brampton en-le Morthen to confirm date of their event and whether it is on the same day.

Resolved:- That the Committee recommend to Council for approval the Remembrance Sunday event from the planning document, incorporating the questions raised by councillors and making it clear where the road closure would need to be to improve on last year. And that a meeting between the Clerk, Veterans and Church be put in place to discuss the planning.

Voting:- 4 councillors present. All councillors voted for.

EN/2023/33 To discuss and consider Christmas events in the parish council for 2023/24

The Clerk introduced the item with the Christmas planning document that is attached as Appendix 2 to the minutes. The Committee agreed to the following;



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- Christmas Lights – That the lights have already been passed by Council for the lamppost motifs from Blachere Illuminations. Committee members felt there still needed to be some lights on Gordon Bennett and in Brampton en-le Morthen. The Clerk advised that this needs to be quoted as it wasn't the initial intention to have previous lights with the new lights. It was also raised to have one of the old design lights on the Gordon Bennett to still make it festive and something to switch on for the event.
- Christmas Tree –It was discussed that one larger tree in Thurcroft, in the same position with lights attached. One tree to be located near the Co-Operative in Laughton Common and two trees in Brampton en-le Morthen, one located in the garden, and one located on the other entrance to the village.
- Christmas Card competition – Two competitions, one for Laughton Common (Drop off in Co-Operative) and one for Thurcroft (The Spar). These will start from 1st November until 23rd November. The winning designs will go to print from 25th November till 1st December (Butlers Printing) and pick up/delivery from 1st December.
- Christmas Switch-on - That an event still needs to take place same as last year on the Saturday 25th November 14:00-18:00 with a 17:00 switch-on for the lights. The event is proposed to have stalls, rides, magician, face painters. Contacting previous food/ride vendors. £10 per stall, £15 for the kitchen. Volunteers to arrive at the event for 11 am.
- Extra Christmas events – Potentially an event to be held between Christmas and new year but check with the other venues on what Christmas events they have planned to link in. £2 tickets for entertainment, pop and crisps. Brampton en-le Morthen would also like to hire a Christmas grotto for a Christmas event, quotes are being obtained to secure a booking.
- Communication – A leaflet drop for the Christmas events to be held throughout the parish and this to be distributed in early November to highlight the Christmas card competition. Banner to be made for the railings to promote Christmas events. Posters to be made and distributed from 18th November.



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Cllr B Clark left halfway through item EN/2023/32. The meeting is still at quorum with three councillors present.

Resolved:- That the committee make a recommendation to Full Council to discuss extra lighting for Christmas, that four trees be considered across the parish, that a Christmas card competition be held in Laughton Common and Thurcroft.

Voting:- 3 councillors present. All councillors voted for.

EN/2023/34 To notify the clerk of matters for inclusion on the agenda of the next meeting

Councillors noted that the event for Sandra had still not happened. It was noted that due to other events in the council this has had to be pushed back.

EN/2023/35 To confirm the date of the next Events Committee to be held on Thursday 14th September at 6.30pm

The Chair confirmed that the next meeting will take place on Thursday 14th September at 6.30pm and brought the meeting to a close.

Meeting concluded at 8.09pm.



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Appendix 1

<u>Event</u>	<u>Responsibility</u>
Road Closure	Clerk
<p>Road Closure is now organised and costed by Rotherham MBC. Email events@rotherham.gov.uk for more information.</p> <p>Previously, they have emailed in September asking for any events that are taking place in the Borough and what roads are likely to be affected. This was emailed across but received no reply until they were asked a week before.</p> <p>The road closure needs to run from the top of Peter Street, blocking Sandy Lane with a diversion around Osbert Drive to Woodhouse Green. It also needs to be blocked the Church Street entrance up to the junction on Green Arbour Road. Green Arbour Road needs to be blocked off up to School Road junction. There needs to be attention given to Locksley Drive to ensure no cars enter in the middle of the closure.</p> <p>The timings need to be from 10:20am as it was too late the previous year and wasn't in place when we left the church.</p> <p>** Clerk to Complete Risk Assessment **</p>	
Service at Church	Church & Clerk
<p>The church service commences at 10:00 – but best to arrive at 09:45. The church will hand out their own service sheets at the start. NOTE: It would be good for a volunteer to give a service sheet to everyone leaving the church to ensure they have one for the service outside the Memorial Garden.</p> <p>The service finished at 10:36 last year – which was 9 minutes earlier than expected.</p> <p>** Clerk to arrange for a volunteer to hand out service sheets on the exit of the church.</p>	
March	Veterans & Clerk
<p>** Veterans to run the order of the march.</p>	



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**** Clerk to advertise the Service sheets and the March order via the website/Facebook.**

**** Clerk to Complete Risk Assessment ****

Service outside Memorial Garden

[Veterans](#), [Clerk](#) & [Church](#)

Overwhelming attendance that hadn't been to the church. **NOTE:** Need to have someone at the Memorial Garden giving out service sheets so that everybody knows the words. Maybe have a board on a wooden stick saying service sheets so everybody can have one.

A meet between the Council, Vicar and Veterans is needed to ensure that we adhere to the timings, and the service that is prepared.

Royce provided speakers – Clerk to liaise timings with him to make sure it is set up for 10:30.

Hi-vis vests to be stored at Memorial Garden for back up in case any issues with traffic?

Traffic cones and barriers?

Veterans to lead on the service in the Memorial Garden a long with the Vicar.

Could do with a list in order of who is putting the wreaths down – could tailor it each year so we know the names of the people and it creates less confusion.

Wreath purchases – These are all made by the Council on behalf of all the groups. Wreaths need to be purchased by the Clerk and stored by the Clerk to ensure everything is together. (Wreath orders for Church, TPC, Thurcroft Veterans, Police x2 for Thurcroft and Brampton).

**** Veterans to lead on the timings and the service with the Church.**

**** Church to provide the Vicar**

**** Clerk to purchase the wreaths on behalf of the groups.**

**** Clerk to keep a provision of Hi-Vis vests at the Memorial Garden. (*Barriers/Cones?*)**

**** Clerk to arrange for speakers to be placed outside Wigro's shop. (*Liaise with Royce*)**

**** Clerk to arrange for a meeting between Council, Veterans and Church**

**** Clerk to arrange for 500 service sheets to be printed for the day.**

**** Clerk to Complete Risk Assessment ****



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Refreshments in GBMH	Clerk & Church
<p>Thurcroft Church offered refreshments and invoiced us for the amount it cost.</p> <p>Speech given by the Clerk of the Council – this didn't seem right – I think it needed to be the Chair of the Council.</p> <p>Refreshments were just enough – but I gather there was food left over from a previous day so maybe an increase in the order? (Committee recommended £300).</p> <p>Only half the people made it down to the Gordon Bennett Memorial Hall after – do we need to do more to advertise the event and make it more of a celebration of our people?</p> <p>It lasted an hour before it was done about 12:00.</p> <p>** Clerk to ensure the bar is open for the event.</p> <p>** Church to provide sandwiches and the service at the event.</p> <p>** Clerk to ensure the room is booked for the event.</p> <p>** Clerk to Complete Risk Assessment **</p>	
Expected Numbers attending	Clerk
<p>Last years was very well attended compared to previous years – 100+ at the church attended.</p> <p>It looked to be 200+ people at maximum outside the memorial garden. 500 maximum.</p> <p>A drop back to 120 maximum for the Gordon Bennett Memorial Hall.</p>	
Communication	Clerk
<p>Could we communicate the service times and dates for the day.</p> <p>The order of the march or wreath laying (on website)?</p> <p>Ask for volunteers for the day?</p> <p>Posters of the event, Facebook ads were issued for the event this year – which may have contributed to the increase in numbers.</p> <p>** Clerk to provide poster design and service sheets to Butlers</p> <p>** Clerk to schedule Facebook posts leading up to the event.</p>	



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- ** Clerk to ask for volunteers on the day – from Councillors or local groups?
- ** Clerk to ensure up to date information regarding the event is on the website.

Lamppost Poppies

Clerk

These are being removed with the Christmas lights and stored for the next year – no need to buy new ones. (Committee recommend that extra poppies need to be purchased, 25 LC, more for Brampton).

Should be put up from 24th October – a memorandum needs to be sought from RMBC earlier enough to place them on the lampposts. I think they should be removed from 1st December at the beginning of Christmas – personal preference. (Committee confirmed that they would recommend 24th Oct – 1st December – can be put up without ladders).

Poppies were put up by Veterans last year

Brampton left to do it themselves – which I think should be brought into the fold.

- ** Clerk to get the relevant permission from RMBC
- ** Clerk to contact the contractor to ensure they can be up/down on the dates agreed.
- ** Clerk to check quality of poppies and replace where necessary.



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Appendix 2

Christmas Lights

Usual contractor tested all the lights, and replaced before putting up.

The Council would like to look at new lights for next year – there have been quotes found already but we need to firm up the plans – and also get the necessary documents in place from RMBC / Insurance.

The lights need to be in place from 14th November after the Remembrance Sunday? They will then be removed the weekend after the New Year.

Are we happy with getting rid of all the old lights – in aid of just having the lamp post lights?

Ask Wickersley Parish Council, how much does it cost for their lights to be put up around all the trees and the round about?

Do we have some sort of Christmas lights on the GBMH so that we can still have a switch on?

*****Christmas Lights are now provided by Blachere Illuminations and this has been through Council for this year. Brampton en-le Morthen would still like the lights to be put onto the houses*****

Christmas Tree

A tree outside the Gordon Bennett Memorial Hall has been placed for the last two years – this has been funded by RMBC Councillors. There has been damage to the lights that were placed within two days.

Do we plant a permanent tree outside Locksley Drive, near to the bus stop?

***** Committee recommend, 1 tree at Laughton Common (outside Co-Op 6ft – White lights), 1 tree in Thurcroft (Outside GBMH – 8ft? Multi-coloured lights), 2 trees in Brampton (Both entrances, 6ft – White lights) *****



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Christmas Card Competition

Need to start the competition from 1st November and draw the winner at the end so that we have time to take it to print and deliver to all the addresses.

Addresses for businesses across the Parish needs to be completed.

Each councillor should have received a card

How do we determine individuals in the village to get a card?

*****Card Competition to be held in Laughton Common (Co-Op post box drop off) and Thurcroft (Spar drop-off)*****

The Switch-on event

The room was prepared by 4 volunteers from 10am until 12pm.

Stall holders started arriving from 12-12:30 to set up for the event.

The event started at 2pm but was not busy until 3:30-4pm. The busiest hour was the 5-6pm before the lights switch on.

Rides were not up and ready until 4pm when the event started at 2pm.

Do we need to have a speaker inside and outside to capture the whole event?

Speaker outside worked to bring people in.

DJ music sounded tinny in places – issue with the cord I believe?

Dressed up characters brought children in after school.

Carpark was a hard to cone off – needs an attendant most of the day from 12-4pm. Gates to be closed at 10am.

Need around 7 volunteers for the day – ask for volunteers externally if councillors can't make it.

Need to have a floorplan already designed for which stall is where – payment needs to be made a week prior to the event.



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Parish Council to have a stall to promote anything coming down the line – gain feedback at a large event?

Santa grotto is set up by Royce and belongs to Royce.

Kitchen needs a maximum number of people. It had over 10 people in which was a health and safety risk.

Need to check the Defib is working before any event takes place – can check online.

**** Same event to be held in Gordon Bennett in November ****

Communication

Posters, Facebook and Website to advertise. Do we need to do letter drop leaflets? People confused about the actual switch on.

Could do with a clear communication path from Remembrance Sunday into the Christmas events.

**** Leaflet drop from November on Christmas events in the Parish ****