

**SOUTH WOODHAM FERRERS TOWN COUNCIL
EVENTS COMMUNITY& LEISURE COMMITTEE**

MINUTES of a Meeting held at Champions Manor Hall on Tuesday
26th September 2022 at 7.30pm

Present

Councillor Crosbie (Chairman)
Councillor Humphrey (Vice Chairman)

Councillor Eley
Councillor Miller

Councillor Sherlock
Councillor Perham-Lake

Councillor Wilson

In attendance: Acting Town Clerk and one member of the public

ECL46 Apologies for Absence

Apologies of absence were received from Councillors Massey, John and Kelly

ECL47 Dispensation Considerations

No dispensation considerations received.

ECL48 Declarations of Interest

Councillor Humphrey declared a non-pecuniary interest in Item 7 Events the Arts & Craft Fayre on 12th & 13th November 2022 as she provides the advertising and singing entertainment for free.

ECL49 Confirmation of Minutes

Minutes of the Leisure meeting held on 6th September 2022 were **APPROVED** as a true record and will be signed by the Chairman. The Acting Town Clerk recorded that the Town sign and Millennium Place are on the Planning & Environment Committee Terms of Reference and will be on this agenda going forward.

Proposed: Councillor Sherlock

Seconded: Councillor Eley

Vote: **Carried**

ECL50 Public Questions

A member from the Health & Social Group updated on the report and commented on the bus service currently availability for residents. Covid numbers were on the increase coming into the Winter months. The Acting Town Clerk confirmed the annual Health & Social Care report May 2021-April 2022 had been noted and minuted at the meeting on 6/9/2022.

ECL51 Christmas Fayre

The following items were discussed –

The booking of the electrician and First Aid

Proposed: Councillor Humphrey

Seconded: Councillor Sherlock

Vote: Carried

The booking of litter control with Chelmsford City Council

Proposed: Councillor Eley

Seconded: Councillor Wilson

Vote: Carried

The maps were discussed and committee agreed that the office will finalise the layout of the stalls for the Christmas Fayre.

The entertainment for the Christmas Fayre was discussed for the bandstand and Main stage. The office will book the acts for the Main Stage including the local schools, choirs and community acts/dance groups. The bandstand area will be for adults themed entertainment and food/drink stalls.

A Disney type theme was agreed for the main stage with three Disney type characters to be interactive with the crowds before and during the light switch on. Cllr Humphrey to book.

Proposed: Councillor Crosbie

Seconded: Councillor Eley

Vote: Carried

Maddie the interactive Elf will be booked for the duration of the Christmas Fayre. Total budget £300.00

Proposed: Councillor Sherlock

Seconded: Councillor Eley

Vote: Carried

Michael Bubl  will be booked for the Bandstand along with the Jazz Santas and the oompah band. Total budget for acts £1000.00.

Proposed: Councillor Sherlock

Seconded: Councillor Eley

Vote: Carried

Market Square to be arranged by Councillor Crosbie including a DJ, lights, snow machine from 3-6pm for a budget of £400.00

Proposed: Councillor Crosbie

Seconded: Councillor Humphrey

Vote: Carried

The office will source a Santa and will buy gifts for the grotto. Budget £250.00

Proposed: Councillor Humphrey

Seconded: Councillor Eley

Vote: Carried

It was agreed to book the Reindeer, Elves and Grotto

Proposed: Councillor Humphrey

Seconded: Councillor Eley

Vote: Carried

Stall fees were discussed, and it was proposed to keep all stall prices the same as last year. Community groups and charity groups get one stall free of charge. The office will source a variety of Christmas stalls and community stalls offering local businesses first. The Town Council / Lexi Dolls the Town Mayors charity will have a stall for a tombola.

Proposed: Councillor Crosbie

Seconded: Councillor Humphrey

Vote: Carried

It was agreed to book the VIP Security and the stage.

Proposed: Councillor Eley

Seconded: Councillor Miller

Vote: Carried

The police will attend the Christmas Fayre.

ECL52 Events

- It was proposed that the use of Champions Manor Hall during Baby awareness week on Tuesday 11th October 2022 11.30am - 2.30pm for a coffee and cake afternoon which is fundraising for Blossom Suite and Neonatal Bereavement at Broomfield and Cradle Essex shall be free

Proposed: Councillor Eley

Seconded: Councillor Wilson

Vote: Carried

- It was **NOTED** that the Bandstand will be lite up with battery/solar lights in pink and blue to mark the SWF Baby Loss awareness walk.
- Committee discussed a Halloween event at Champions Manor Hall on Thursday 27th October 2022. 1-3pm session. Budget of £400 to include decorations/ optional fancy dress and an entertainer.

Proposed: Councillor Eley

Seconded: Councillor Humphrey

Vote: Carried

- It was proposed that the Inner Wheel use Champions Manor Hall free of charge on the 12 & 13th November 2022.

Proposed: Councillor Sherlock

Seconded: Councillor Eley

Vote: Carried

- It was proposed that Sunday 27th November will be the Seniors Christmas party date. Using in the MPR room at Champions Manor Hall 1-3pm. It was agreed that the price of the tickets shall be the same as last year price at £3.00 per ticket.

Proposed: Councillor Sherlock

Seconded: Councillor Eley

Vote: Carried

- It was proposed that the use of Champions Manor Hall for the West End Mamas two charity concerts on Saturday 3rd December 2022 at 4.30pm and 8.00pm will be free of charge. The proceeds will go to the Town Mayors Charity Lexi Dolls.

Proposed: Councillor Crosbie

Seconded: Councillor Humphrey

Vote: Carried

Standing Order 3.x was suspended to allow the meeting to exceed more than 2 hours.

- It was **AGREED** that the Toddler Group arrange a Children’s Halloween and Christmas Party and use income from the toddler group to fund any requirements.

Proposed: Councillor Eley

Seconded: Councillor Humphrey

Vote: Carried

ECL53 Report to Council

Christmas Fayre

All events

ECL54 Media Coverage

All events including Christmas and Halloween. Councillor Humphrey to provide the posters.

ECL55 Next Meeting

The next meeting of the Events Community & Leisure Committee will be on 8th November 2022 7.30pm.

There being no further business to discuss the Chairman closed the meeting at 9.38pm.

Signed.....

Date: 8th November 2022

Chairman of the Meeting