



EASTWOOD TOWN COUNCIL

120 Nottingham Rd, Eastwood, Notts, NG16 3NP

Telephone: 01773 719384

Email: townclerk@eastwoodtowncouncil.org.uk

www.eastwoodtowncouncil.org.uk

MINUTES OF THE MEETING OF EASTWOOD TOWN COUNCIL

Arts and Events Committee

Held on

Monday 21st March 2022 in
the Eastwood Town Council

Chamber commencing at

6.30 p.m.

Present: Councillor K. Woodhead (Acting Chairman); Councillors D. Bagshaw, Mrs. K. Boam, M. Bullock, R. Bullock, Ms. J. Foxhall & Mrs. M. Seagrave. One member of Town Council present as non-committee Member Cllr N. Levett; Mr. A. Khan representing L Leisure; Town Clerk S. Trower.

AE21032022/1 To Receive Apologies for Absence received from Councillors Mrs. S. Bagshaw, Mrs. E. Benton.

AE21032022/2 Variation of Order of Business to allow Public Address.

AE21032022/3 Declaration of Members Interests

Councillors R. Bullock & K. Woodhead declared a non-pecuniary interest in allotment sites.

AE21032022/4 To determine which additional items on any part of the agenda should be taken with the public excluded. None.

AE21032022/5 To confirm the Minutes of the Meeting held on 7th March 2022.

RESOLVED to agree and sign the Minutes as a true and accurate record.

AE21032022/6 Queen's Platinum Jubilee Event Sunday 5th June 2022

Mr. A. Khan offered assistance and guidance as L Leisure representative to the Town Council in organisation of event.

RESOLVED: -

- (a) Confirmation of budget for event refer to next Council meeting 11th April 2022
- (b) Plans updated to organise event on Sunday 5th June 2022 from 12 noon on Coronation Park, Eastwood.
- (c) No further action on beacon; funding towards event.
- (d) Activities approved to be appointed representative for responsibility for organisation and event.

AE02132022/8 Eastwood Town Council Newsletter Update received.

RESOLVED: -

- a) Inclusion of Levelling-up agenda article.
- b) Cost for distribution of magazine.

AE021032022/10 Community Walk

RESOLVED: -

Community walk organised to take place on Saturday 30th April 2022 from Tinsley Bridge leaving at 10.00 a.m. Route around Nottingham and Erewash Canals approximately 4/5-mile walk.

AE21032022/11 Eastwood Play-Day Event Wednesday 3rd August 2022

Update received for event to be held at Coronation Park, Eastwood organised by L Leisure.

AE21032022/12 Allotment Sites

Councillor R. Bullock updated on recent inspection carried out on the Dovecote Road allotment site. Refer to next meeting review for vacated plot in unkempt condition.

RESOLVED: -

- a) Plots requiring attention to be sent letters with rentals collected when plots compliant with terms and conditions of tenancy agreement.
- b) Cllr R. Bullock to draft proposals for rental amendment for consideration by full Council.

AE21032022/13 Date of next meeting

The next meeting to take place on Monday 4th April 2022 commencing at 6.30 p.m.

The meeting closed at 8.01 p.m.

Eastwood Town Council Report 21st March 2022 Arts & Events Committee

Purpose of Report

To consider organisation of community event to be held at Eastwood Coronation Park from 12 noon until 4.00 p.m. on Sunday 5th June 2022 in celebration of the Queen's Platinum Jubilee 2022.

Proposals for referral

A	Assistance offered by L Leisure to provide support and contacts towards organisation of event; no availability of representatives for event due to commitments.	Ongoing
B	Target family event, numbers expected	Theme family fun day
C	Children's rides and food stalls available through Hollands	Confirmed 7.3.22
D	Attractions to be confirmed as the event; local street parties will also be taking place	Committee
E	Stalls for event – flyer had been delivered to local shops in the area	Committee; some interest had been expressed by retailers of the town.
F	Organisation of Dog Show at event (suggestions - Babbington Kennels, Lawrencetown Veterinary Centre)	Cllr R. Bullock to contact persons to seek interest in organising event
G	Communication, publicity and marketing of event	Extension of social media coverage for event, newsletter, website.
H	Consideration to officially close off Chewton Street, Eastwood	Professional contractors to be appointed
I	Risk Assessment, Event Management Plan, Food Safety documentation, insurance, Event Leader & Deputy Event Leader for appointment; volunteers and appointment of contractors towards organisation and running of event. Public liability/food safety documents and insurance cover for fairground rides & food supplies. Plans in the event of inclement weather for cancellation of event. The health, welfare and safety of all present at the site a priority for consideration at all times.	Assistance from L Leisure towards completion of risk assessment and event management plan; Council to appoint Event Leader & Deputy. Health & Safety Measures in place Security staff First Aid cover Traffic wardens Litter pickers & wardens for event Plan of action for cancellation due to inclement weather Documentation central point at Town Council Offices.
J	Nottinghamshire Fire Service	Confirmed attendance of fire engine to event (Cllr R. Bullock)
K	First Aid (S. A. Atkin)	Appointment of professional cover (Clerk)
L	Lost children stand	Appointment of professional cover (Clerk)
M	Announcer and live music/dance at event; detailed received Black Diamond contractor for P.A. system; M. Haslam contractor.	Stage and generators required Appointment of professional cover (Cllrs K. Boam, J. Foxhall & K. Woodhead)
N	Broxtowe Borough Council licence and site plan for Coronation Park considering access for stallholders, fairground rides, parking for visitors	Completion of application (Clerk) Completion of site plan (Cllr Woodhead) Site visit day before event to mark site for event
O	Mobile Toilet Facilities including access for disabled persons	Appointment through contractor (Clerk)

P	Children's entertainers' availability, face painters etc.	L Leisure to provide contact details, subject to availability.
Q	Litter and waste collection requirements	Volunteer litter pickers Broxtowe Borough Council waste bin booking and collection George Platt for collection of waste and delivery to Broxtowe Depot (details from L Leisure)
R	Generator for power supplies, risk assessment, public liability insurance, security cover	Next meeting.
S	Cancellation of Event Compile list of persons/contractors to contact in the event of cancellation	Committee to compile list and appoint representative to deal with contacting to advise of cancellation.
T	Nottinghamshire Police	Invite to attend to engage with community, subject to Police availability. Bike marking event invitation
U	Eastwood Community F.C.	Invitation to the club to participate with the event (Cllr R. Bullock)
V	Durban House invitation to participate in event	Contact charity organisers (Clerk)
W	Future events	One year's notice of future events preferred by Local Authority & L Leisure to allow time to consider plan and support for events.