



PREESALL TOWN COUNCIL

14 February 2020

Dear Councillor

You are hereby summoned to attend a meeting of Preesall Town Council's civic events committee on Monday 24 February 2020 at **9.30am** at Preesall and Knott End Youth and Community Centre, Lancaster Road, Preesall.

Members of the public should note that this meeting may be recorded. Any recording is subject to the council's audio and video recording policy.

A handwritten signature in black ink, appearing to read 'A. May', is placed over a light blue rectangular background.

Alison May
Clerk to the Council

A G E N D A

- 1 Apologies for absence**
- 2 Declaration of interests and dispensations**
- 3 Minutes of the last meeting**
Councillors are asked to approve as a correct record the minutes of the last meeting held on 6 January 2020 (**enclosed**).
- 4 Public participation**
The chairman will ask councillors **to agree** to adjourn the meeting to allow non-councillors to speak and will ask councillors **to agree** to reconvene the meeting on the conclusion of public participation.
- 5 Support for new community sports centre**
The following item was devolved to the civic events committee for a decision:
Cllrs Cropper and Orme ask for councillors' backing in asking the clerk to write a letter of support for the idea/plan by St Aidan's school to build a community sports centre on the school site in Cartgate, Preesall. Councillors are asked **to approve** the proposal.

6 Commonwealth Day

This year's theme is: *Delivering A Common Future: Connecting, Innovating, Transforming.*

Further information on the theme can be found at: -

<https://thecommonwealth.org/media/news/commonwealth-theme-2020-announced>

Letters of invitation to the event on Monday 9 March have been sent to the schools and the churches and the event has been advertised in the Over Wyre Focus. Councillors are asked **to consider** whether they need to make any other arrangements.

7 Battle of Britain – 80th anniversary

Councillors are asked to consider the request from Jeremy Lawton, the officer commanding Base Support Squadron at Royal Air Force Spadeadam in Cumbria (**enclosed**). He has written with regard to the forthcoming 80th anniversary of the Battle of Britain and asks for the council's support in marking this historic occasion.

Councillors are asked **to decide** whether they wish to make a recommendation to full council to mark the occasion and if so, to put forward ideas of how this could be done during the annual 'Battle of Britain Week' scheduled to take place this year from 7 September to Sunday 13 September.

8 VE Day 75

i) Draft poster

A first draft of a poster for the event is **enclosed**. Councillors are asked **to determine** whether this is suitable and what further information they would like to see included.

ii) Friday event - update

Cllr Orme

to check availability of:

*	The park with the footballers	<i>The event will take place at the end of the season so should not be a problem</i>	To be cross-checked by football organisers
*	Trumpeter/band	<i>John Squires-Evans has indicated that he would like to be involved. A trumpeter will be found for the cenotaph event.</i>	Check and confirm his availability. Also, if Sunday service, see if trumpeter available (girl from Remembrance Sunday).
*	WI	WI has confirmed availability and wishes to contribute a Lyons tea rooms-style event	Confirm equipment needed (clerk has written to WI)

Cllr Woods to check availability of:

*	Sound system provider	Lee to provide quote mid-January	To be followed up
*	St Oswald's dramatists	Have indicated they wish to take part.	To be followed up
*	Bar trailer	is available and will make a contribution of £100	Clerk has forwarded event details and spoken with

			bar owner who has confirmed that they are seeking the requisite permissions.
*	Ice cream van	<i>will confirm nearer the time</i>	Clerk has spoken with van owner who has confirmed that they are fully licensed with Wyre – details have been passed to Wyre
	Hog roast		this is not available
*	Jazzabelles		<i>to be followed up</i>
*	Small children's rides	Will approach at Xmas Fair	<i>to be followed up</i>
*	Donkey rides	Insurance details and risk assessment provided	Clerk has spoken with donkey supplier Welfare Certificate from Blackpool council will be provided at beginning of April – Wyre Council has been notified.
*	Bunting – village and Lancaster Road	<i>Gala can provide LCC say no to lampposts</i>	<i>to be investigated – Cllr Orme to check with Wyre re car park</i>

Cllr Burn to check:

*	to investigate hand-held Union flags	<i>Cllr Orme has a number of flags Clerk holds flags on poles</i>	To provide on the day
*	Community choir		To check availability

Clerk to:

*	investigate the cost of portable toilets.	<i>Could use Youth Centre and possibility of sports hall</i>	Cllr Orme to speak with Wyre Juniors re use of their facilities
*	Obtain licence for use of field		Plans have been drawn and submitted to Wyre with supporting documentation.
*	Design poster with mayor		Clerk has produced first draft of a poster.
*	First Aid provision	Confirmation of attendance awaited from St John Ambulance	

iii) Sunday - update

Cllr Orme has written to check the availability of a minister and will update councillors at the meeting

iv) Allocation of roles and responsibilities

As per the guidance from Wyre's Local Events Organisers Network, the event should not take place unless individuals within the organisational team and volunteers are allocated specific roles on the day for which they are responsible and accountable. Individuals should not have a dual role. Councillors are asked **to determine** the type of role, the number and names of those to be allocated to the role and whether help needs to be sourced elsewhere.

9 Date of next meeting

To be arranged