



EAST PECKHAM PARISH COUNCIL

The Parish Office, East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent
TN12 5BT

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Minutes of a meeting of the Events Committee held on Wednesday 6th November 2024 in the Meeting (Committee) Room at the East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT at 6.30 p.m.

Assistant Clerk J. Perretta 11.11.24

MINUTES

- 1 **Apologies for absence:** Cllr D. Fairless (work commitments)
- 2 **Present ;** Cllrs M. Joannes, D. Seal, A. Courtney – Jones, Assistant Clerk J. Perretta & 2 committee members.
- 3 **To approve the minutes of the meeting held on 11th September 2024;**
Proposed; M. Joannes, Seconded; D. Seal, Show of hands
- 4 **To discuss the Halloween event held on 26.10.24: It was agreed that the Halloween event held went well.**
 - 4.1 **To discuss changes/plans for 2025;** It was agreed the event will include a small walk and indoor games at the Jubilee Hall. It was confirmed there will be music and lights at the 2025 event. Other decisions deferred to 2025.
 - 4.2 **To confirm ticket sales;** JP confirmed 61 tickets were sold. £21.00 by bacs & £40.00 cash.
 - 4.3 **To confirm costs & discuss remaining budget for 2024/2025;** M. Joannes spent £55.00 on supplies, including sweets and decorations. .
 - 4.4 **To discuss budget requirements for 2025/2026 as per Terms of Reference;** The committee resolved to leave the events budget the same for 2025/2026.
Proposed; M. Joannes, Seconded; A. Courtney – Jones, Show of hands.
- 5 **To discuss the Christmas light switch on and resolve any actions:**
 - 5.1 **To confirm stalls & locations;** It was confirmed by JP that we currently have 9 stalls attending the event. All stall holders will provide their own tables, chairs & gazebo. Anyone requiring electricity is to make a donation to the Methodist Church.
 - 5.2 **To approve cost of Christmas Tree;** It was resolved to purchase the tree from Brookside at a discounted price of £150.00 + VAT.
Proposed; D. Seal, Seconded; M. Joannes, Show of hands.
 - 5.3 **To agree who will turn on the tree lights;** It was resolved that Father Christmas will switch on the tree lights after a count down using a fake switch. It was resolved that D. Seal & M. Perretta will switch on the mains power.
Proposed; A. Courtney-Jones, Seconded; M. Joannes, Show of hands

- 5.4 To confirm event timings;** It was confirmed that the road closure in Pound Road will be enforce between 5pm – 8.30pm. The event will be open between 6pm & 8pm. The tree lights are to be lit at 7.15pm.
- 5.5 To discuss power supply and resolve any costs;** It was resolved that the PC will pay the Methodist Church £25.00 for the use of 1 extension cable. £50.00 donation is to be made for the power use for the Christmas event 2023.
Proposer; D. Seal, Seconder; M. Joannes, Show of hands.
- 5.6 To resolve lighting hire costs & approve quote;** It was agreed in principle the clerk can purchase lighting for use at future events. Costs to be approved at the next meeting. It was agreed, hiring would be more costly.
Proposed; M. Joannes, Seconded; A. Courtney – Jones, Show of hands.
- 5.7 To confirm Road closure;** It was confirmed that JP has received confirmation of road closure for 6th December between 5pm – 8.30pm., on 23.10.24 by TMBC.
- 5.8 To confirm music licence;** It was resolved to pay £55.17 inc VAT to PPL.
Proposed; D. Seal, Seconded; M. Joannes, Show of hands.
- 5.9 To confirm volunteers, responsibilities & Health & Safety.** It was confirmed we will have approx. 7 volunteers & JP is the responsible person. It was resolved to have a 2 person ambulance crew on site at a cost of £270.00 to Tech Medical Services.
- 5.10 To discuss budget requirements for 2025/2026 as per Terms of Reference.** It was resolved to keep the winter budget as £3,000.
Proposed; M. Joannes, D. Seal, Show of hands.
- 6 To discuss summer 2025 event and & budget requirements for 2025/2026 as per terms of Reference;** It was agreed to defer summer 2025 ideas. It was confirmed by the committee that the budget should remain as £3,000 for winter events & £2,000 for summer events in 2025.
Proposed; M. Joannes, Seconded; A. Courtney – Jones, Show of hands.
- 7 Any other matters to be discussed at the next meeting:** To approve light expenses, approve any quotations, agree any last minute decisions, run through timing and job roles and responsibilities.
- 8 Next meeting date:** 4TH December 2024 at 6.30pm

Meeting closed; 7.15pm.