

# Killamarsh Parish Council

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**Draft Minutes Are Subject To Approval At The Next Committee Meeting.**

## **Minutes of Meeting of The Events & Communication Committee Held on Wednesday 8<sup>th</sup> September 2021 in the Parish Suite at 7pm**

**Commenced: 19.03pm - Concluded: 21.12pm**

**Councillors Present:** Alex Platts (Chair), Nick Challenger, Steve Clough, Carol Lacey, Wendy Tinley, John Windle

**Absent Councillors:** None

**Non-Councillors (without voting rights):** None appointed

**Observing Councillors (not a member of the committee):** None

**Officer:** None [minute taker Cllr Steve Clough as Appointed Acting Proper Officer]

**Members of the Public:** Two members of the public

**(1) Item 1.1 Committee Chair and Vice-Chair**

1.1 To note that Councillor Alex Platts was elected as the Committee Chair of the Events & Communication Committee at the annual council meeting held on the 24 May 2021.

1.2 To appoint a committee Vice-Chair for the ensuing year.

**RESOLVED:**

- 1) Councillor Challenger was appointed as the Vice-Chair of the Events & Communication Committee. Propose Cllr Tinley, Seconded Cllr Clough – All in favour.**

**(2) Item 2: Chairman's Opening Announcements**

To receive the Chairman's opening announcements.

**The Chair introduced himself as the new Chair of a new Committee and thanked everyone for attending.**

**(3) Item 3: Apologies for Absence**

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

**All members of the committee were present.**

**(4) Item 4: Declarations of Disclosable Pecuniary and Other Interests**

**Item 4.1 -** To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

**No declarations of interests were received.**

	<p><b>Item 4.2</b> - To receive, consider and record councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.</p> <p><b>None declared.</b></p>
(5)	<p><b>Item 5: Adjournment for Public Participation</b> To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can made be under public participation.</p> <p><b>No members of the public took part in the public participation session.</b></p>
(6)	<p><b>Item 6: Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</b> To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p><b>RESOLVED: To move Item 12 to closed session - proposed by Cllr Clough, seconded by Cllr C Lacey – All in favour.</b></p>
(7)	<p><b>Item 7: Minutes</b> This was a newly formed Committee, and this was the first meeting.</p>
(8)	<p><b>Item 8 - Remembrance Day Parade – Sunday 14<sup>th</sup> November 2021</b></p> <p>To discuss and determine the requirements needed for the Remembrance Day Parade on Sunday 14th November 2021.</p> <p><b>A discussion took place, and it was explained that Cllr Tinley had helped Cllr Clough sort through the information and a plan had been developed to deliver the requirements. A discussion on poppy requirements took place on how many we had now and where they were stored, it was agreed to purchase some more if they were needed and should be spread out on every 3 to 4 lampposts on Sheffield Road, Bridge Street, Rotherham Road and High Moor.</b></p>
(9)	<p><b>Item 9: Christmas Decorations</b> To discuss and consider the requirements for Christmas 2021.</p> <p>A discussion took place and the large tree usually purchased by KCTA and sited in Copytec it was confirmed that for 2 reasons this would not be possible this year,</p> <ul style="list-style-type: none"> <li>i) KCTA Trustees had decided to step down</li> <li>ii) Copytec had installed a new business sign right over the hole where the tree normally goes</li> </ul> <p>A number of new locations were discussed and it was -</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) To purchase one 25-to-30-foot Christmas Tree to be installed near the War Memorial, at a cost of £425</li> <li>2) To purchase on 15-to-20-foot Christmas Tree to be installed at the front of the new Parish Office on Stanley Street, at a cost of £300. Additional delivery cost for both trees of £80.</li> </ol> <p><b>Proposed Cllr Platts seconded Cllr Challenger – All in Favour.</b></p> <ol style="list-style-type: none"> <li>3) If budget allows to lease more and better trees this year, to look at various options available. Proposed Cllr Challenger, seconded Cllr C Lacey – All in favour.</li> </ol> <p><b>The option of a Christmas competition was discussed, to encourage households to consider</b></p>

	<p>decorating their homes and drives, with a prize of gift vouchers considered.</p> <p><b>Cllr Tinley to discuss with shop keepers, to look at the possibility of whether the Council could assist/work with to encourage them to decorate Sheffield Road and Bridge Street shopping areas. Cllr Tinley to feed back at next meeting.</b></p>
(10)	<p><b><u>Item 10 - CLOC Building</u></b>  Now resignations have been received from KCTA and the Trust, the building, contents, and associated accounts are transferring to the Parish Council. We need to discuss and consider the short to medium term impact on the Parish Council and look at options available to us to manage its sustainable future.</p> <p><b>Cllr Windle declared an interest in KCTA at this point.</b></p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) <b>The Committee review the building, once the keys are received</b></li> <li>2) <b>To recommend to Full Council that the CLOC be opened up for public use during the day only until full staff team is in place, as soon as it comes back to the Council</b></li> <li>3) <b>It would be ideal for meeting space when the Parish Suite refurbishment is under way</b></li> </ol>
(11)	<p><b><u>Item 11 - Projected 3 Year Budget Requirement</u></b>  To discuss and determine what the budget requirements will be for the Committee's area of responsibility for the next three years.</p> <p><b>RESOLVED:</b>  <b>To defer to October's meeting, Proposed by Cllr Challenger, seconded by Cllr C Lacey</b></p>
(12)	<p><b><u>Item 12 - Parish Suite Refurbishment</u></b></p> <p>12.1 To discuss and determine the best approach to the refurbishment options and costs (attached).</p> <p>12.2 To determine what the next steps are.</p> <p><b>RESOLVED:</b>  <b>Moved to closed session due to conversation relating to quotations received.</b></p>
(13)	<p><b><u>Item 13: Communication Strategy</u></b>  To consider the future communications strategy for the Parish Council.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) <b>To update Newsletter policy Item 3.6. To change Communication Working Party to Events and Communication Committee and recommend to Full Council for approval.</b></li> <li>2) <b>Look at possibility of using Doorsteppa to advertise, possibly over two pages, to look at the cost for this first. Proposed by Cllr Challenger, seconded by Cllr Clough – All in Favour.</b></li> </ol>
(14)	<p><b>Any items for discussion of a future agenda</b>  To notify the Acting Proper Officer of any matters for inclusion on the agenda of the next meeting.</p> <p><b>RESOLVED:</b>  <b>Children's colouring and summer activities during in schools 6 week holidays – Cllr Lacey to investigate and feed back to Committee at a later meeting.</b></p>
(15)	<p><b><u>Item 15: Date of the Next Committee Meeting</u></b>  To Agree date of the next ordinary meeting of the Events and Communication Committee, to be convened.</p>

	Next Meeting will be on Wednesday 3 <sup>rd</sup> November 2021.
	<b>Meeting Closed at 21.12pm</b>

**These draft minutes were approved as a true record at the Events and Communication Committee meeting**

**Held on: ..... \*with the agreed additions/deletions: None / Yes (list amendments below)**

**Signed (Chair)..... Print: ..... Dated**

.....

\*Loose leaf pages to be initialled

\* The copy signed by the Chair to contain the alterations, recorded in longhand, with the changes (agreed by the meeting) signed and dated. Signed Copy of the minutes to be filed in the minute book.

**\*Agreed Amendments (Additions/Deletions) to the Draft Minutes:**