

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE EVENTS & PROJECTS COMMITTEE MEETING
HELD ON 4TH DECEMBER 2018 at 7.00P.M.

PRESENT Cllrs: Mrs. Y Spence (Chairman), A. Chong, I. Fuller, Mrs C. Garrett and B. Jeapes.

In attendance: Clerk to the Council

11 APOLOGIES FOR ABSENCE – were received from Cllr R. Carson (retrospective).

12 CO-OPTION OF NON-COMMITTEE MEMBERS – none were required.

13 DECLARATIONS OF INTEREST AND DISPENSATIONS – there were none.

14 MINUTES OF THE PREVIOUS MEETING – held on 2nd October

RESOLVED: that the minutes of the meeting held on 2nd October 2018, be approved and signed.

15 BUDGET REPORT

RESOLVED: that it is noted expenditure to date had been £1,054.

16 GARDEN PROJECT

RESOLVED: that it is noted the potential group of young people who were to volunteer could not now carry out the proposed programme offered.

17 PANTOMIME – Saturday 29th December 2018

RESOLVED: (a) that the committee organise the day as detailed in the attached itinerary at appendix A;

(b) the finance & marketing officer visits Sainsbury's to discuss sponsorship

(c) Cllr Chong will contact the leader of the Springfield Youth Group to organise assistance from volunteers of the group.

18 ENCHANTED CINEMA

The parish council had been approached by a company who provide outdoor cinema screenings. Members received information about the event.

RESOLVED: that further enquires are made to the company to ascertain costs for a Summer 2019 event.

Meeting closed 7.40 p.m.

Signed.....

Date.....

Chairman

TIME	JOB	PERSON
11.30	Setting out chairs	Cllrs Brian Jeapes Anthony Chong Ian Fuller
11.30	Seat numbering & reserved ticket seats	Brian Anthony Ian
11.30	Ensure Daffodil Room Clear for performers Jugs of water / glasses in place A few chairs for them to use	Brian Anthony Ian
11.30	Chair racks cleared from hall	Brian Anthony Ian
11.30	Reserve car park space for Deputy Mayor	Paul (caretaker)
12.30 approx	Arrival of Performers – Show them into Daffodil Room	Brian Anthony Ian
1.00 (approx.)	Lee Prile will arrive to open bar	
1.00	Set up front of house On the door ticket sales (Mo (staff)) will be here for 1 hour to do the 'on the door' ticket sales.	Brian Anthony Ian
1.15	Open front doors – commence showing people to seats	

2.00p.m. (approx.)	Hamper – 'lucky number seat draw'	Christine to announce at the end of the interval before 2 nd half
4.30 to 5.30	Clear down – Replace chairs to racks and put away Sweep floors Clear Daffodil room	Brian Anthony Ian Paul caretaker will also assist
Other Items		
Compere on the Day	Introduce & Welcome everyone to the panto – House keeping (fire exits – mobile phones – photographs being taken	Brian
Photos of performance	Taking photos of performance for use in the Springfield Pump	Anthony
Arrival of Deputy Mayor and Guest	Greet them and show them to their seat	Brian
Responsible Person	Evacuation of people in-case of incident Health & Safety matters e.g. ensure trailing wires are not a problem – spillage of liquid is being monitored – first aid – fire exits are clear etc.	Brian