



THORNE-MOORENDS TOWN COUNCIL

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Events Committee Meeting
2nd May 2023
The Assembly Rooms, Thorne
7pm

MINUTES

Present:

Cllr. Susan Durant (Chair), Cllr. Mark Houlbrook, Cllr. Keith Fox, Melvin Wake (Business Forum), Andy Hemsall (Business Forum), Louise Caldwell (Scouts), Karl Caldwell (Thorne Community Woods) & Sam Goodfellow (Office Manager & Minute Taker).

1. Apologies

Apologies were received from, Auriol Henton (Lions), Barry Goforth (Lions), Elaine Prime (Lions), John Phillips (RBL), Janet Phillips (RBL), Alan Durant, Annie Farrand, & Cllr Allan Cuttell and their reason for absence were noted.

2. Declarations of Interest

None

3. Minutes of meeting – 30th March 2023.

Minutes of the meeting were reviewed and approved with two amendments.

- The use of a generator was discussed.
- A stage had become available from The Lions and the Council Staff would arrange to view it to see if it could be of use at future events.

4. His majesty the King's coronation events.

The Office Manager and Chair gave an update on the current planning arrangements and the following points were discussed.

- A.Hemsall asked for a digital version of the event posters so he could share it on his platforms.
- The chair updated that the food for the Friday event was arranged and vegetarian, vegan and gluten free options were available.

- Decorating the Moorends Community Centre was discussed and it was decided this would be done on Thursday as which point the Bar Hire Company could enter the building to set up.
- The Chair gave an update on the prizes received for the Friday event and reported that she had received generous donations including a rick stein hamper and race tickets.
- The weather forecast for the Saturday event was discussed and contingency plans for bad weather. It was decided that in addition to the marquee, gazebos would be erected to be able to move any many activities undercover as possible. A.Hempsal and Cllr K.Fox both offered use of their gazebos for the event. A further three gazebos were made available from Cllr S.Durant and L.Caldwell also offered use of a gazebo if required.
- The use of generators at the event was discussed and it was noted that the contractors would be supplying their own generators and a large generator loaned FOC to the Council by A.Hempsall would power the remaining things.
- The proposed archery activity ran by the scouts was discussed and the Health and Safety aspect considered. L.Caldwell advised the committee that a minimum space of 50m x 60m was required and she would require 160m of mesh to cordon off the perimeter.
- Concerns were raised regarding the safety of the archery activity. It was discussed that the relevant risk assessments and insurance were in place for the activity and L.Caldwell would make the final decision on the day whether to run the activity based on a visual risk assessment taking into account the weather conditions.
- L.Caldwell asked the committee if the scouts could use a gas fired tea boiler at the event and this was approved providing a risk assessment was done.
- The event risk assessment was considered and it was decided that S.Goodfellow, Cllr S.Durant and Cllr C.Ellis would finalise the risk assessment after the meeting.
- The chair agreed to borrow the Council litter pickers and hi vis vests for use at the Saturday event for the volunteers.
- It was noted that New Vision Photography had agreed to take photos of the event on behalf of the Council.
- The order of the entertainment was reviewed and approved.