

MINUTES OF A MEETING OF THE EVENTS AND MARKETS COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 9TH NOVEMBER AT 6PM

Present: Councillor K Hollis, Councillor G Isherwood, Councillor M Isherwood, Councillor R Martindale, Councillor D Stapleton, Councillor M Tennant-King, Councillor S Vickers (Mayor), Councillor C Woodhead and Councillor J Wright.

In Attendance: Mr J King, Ms H Wilson (Media Events) and Sue Coles (Town Clerk).

249/16 WELCOME & APOLOGIES

Councillor A Lapish, Councillor R Taylor and Councillor C Tennant.

It was Resolved to suspend standing orders.

The meeting was suspended to allow Mr J King to discuss with the Committee the arrangements for the Christmas Events.

Mr King confirmed that his stewards would collect the fees from Pedlars who have prior permission from the Council to attend the event. These traders would be issued with a lanyard. The Town Clerk had already contacted several of last year's traders and they will return a form to confirm their public liability and payment. Members of the Council will be issued with tasks for the event and a list will be given to Mr King who will also meet with Cllr Tennant around 5.15pm on the 23rd November at the start of the parade. The office walkie talkies are to be issued to Mr C Keith (PA), WMDC electricians, and Mr King and it was hoped that the start of the parade will be better timed. Mr King will meet with Cllr Isherwood on the 17th November to view the Methodist Church Hall and the Community Centre. It was agreed that Mrs A Miller and Mrs K Randall will steward the Santa Day Father Christmas Grotto and Mr King will further supply stewards for the Community Centre.

Mr King left at 6.30pm.

It was Resolved to restart the meeting.

250/16 MEMBERS DECLARATIONS OF INTEREST

None declared.

251/16 PUBLIC PARTICIPATION

The meeting is to be opened for the public to address Members on matters relevant to the business of the committee. However residents cannot take part in the main proceedings of the meeting, this is strictly limited to Councillors. No residents were in attendance.

252/16 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To consider, if thought fit, a resolution under the terms of the Public Bodies Admission to Meetings Act 1960 that the press and public be excluded from item 9 Christmas Parade and Road Closure of the meeting by reason of the confidential nature of the business being transacted.

253/16 MINUTES OF THE EVENTS COMMITTEE HELD ON THE 8TH JUNE 2016

It was

RESOLVED: That the minutes of the Events Committee meeting held on the 8th June at 6pm, Minute numbers 35/16 to 44/16.

254/16 MINUTES OF THE EVENTS 2016 WORKING PARTY MEETINGS:

- a) 3rd June, b) 1st September, c) 15th September, d) 29th September, e) 13th October, f) 27th October. It was

RESOLVED: That the minutes of the Events 2016 Working Party meeting as in a) to f) above and the decisions and recommendations contained therein are approved and signed by the Chairman.

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255/16 EVENTS AT THE COMMUNITY CENTRE

The handover of the Community Centre from Wakefield to the Town Council has been delayed. Wakefield Council has confirmed the Town Council's Christmas bookings however the Town Council needs to consider the arrangements for the keys, cleaning, opening and closing the building. The Development Manager is liaising with the Town Clerk to ensure availability. Councillor G Isherwood advised that a caretaker will be available and asked Members to assist putting out tables etc., on Monday 21st November. On Santa Day the Library has decided to stay open all day to facilitate the event.

256/16 RISK ASSESSMENT

The risk assessments were enclosed with the agenda for Christmas Light Switch On, Santa Day, Tea Dance, Civic Carol Service and Christmas Poster and presentation to the winner of the Queen's Birthday Card competition. It was

RESOLVED: That these be accepted and approved.

PRIVATE AND CONFIDENTIAL

257/16 CHRISTMAS PARADE & ROAD CLOSURE

A report was attached concerning H&S matters to ensure all events comply with statutory law. It was

RESOLVED: that an officer of the Council does not need to be NEBOSH qualified and that the risk assessments provided in 256/16 were acceptable to the Council as a corporate body and were suitable for the Council's needs to comply with statutory law.

258/16 Urgent Business for Discussion.

No items were discussed.