**NORTH LUFFENHAM PARISH COUNCIL**

Minutes of an extraordinary meeting of the Parish Council held at the North Luffenham Community Centre at 7.30pm on Tuesday October 27th 2015

Present:

Cllr Cummings (Chairman), Cllr Cade (Vice-Chairman), Cllr Sewell, Cllr Burrows, Cllr Marson

There were no members of the public present.

**Chairman’s Opening Remarks**: The Chairman opened the meeting by welcoming all present. He indicated that the purpose of the meeting was to consider two requests for expenditure and to formally review arrangements for the Bonfire and Fireworks to be held on Thu 5 November 2015. He drew the attention of the meeting to the July 2015 Parish Council Review of Bonfire Night Activities and reminded those present of the need to ensure that the event complied with the recommendations made in that report.

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| **ITEM** | **DISCUSSION** | **ACTION** |
| 1. | **APOLOGIES**  Apologies had been received from: Cllr Riordan, Cllr Smith Mr Ferguson (Parish Clerk). In the absence of the Clerk those present requested that Cllr Marson take notes. |  |
| 2. | **DECLARATIONS OF INTEREST**  There were no declarations of interest. |  |
| 3. | **PROPOSAL TO PROVIDE LIGHTING EQUIPMENT FOR THE BONFIRE NIGHT EVENT**  Cllr Marson drew the attention of those present to the recommendation made at Para 15f of the Bonfire Night report, which stated that Lighting should be provided in the area of the pavilion and access points. He indicated that he found a supplier willing to provide 3 x self-contained lighting sets. For a cost of £150 (Incl VAT) these could be provided, delivered and set up on the Oval on the afternoon of 5 Nov 15 and removed on 6 Nov 15. This expenditure was agreed by all present. Cllr Marson agreed to ask the supplier to present an invoice for payment in due course.  The Chairman thanked Cllr Marson for his assistance in resolving this issue.  **Decision: Expenditure of up to £150 was agreed to provide lighting in the area of the pavilion and access points.** | Cllr Marson |
| 4 | **Review all aspects of administration and organisation for the Bonfire Night event on the Oval.**  All aspects of the event were discussed.   * **Equipment**. Cllr Cade indicated that he had reviewed the requirement for equipment as indicated within the Parish Council Review and that he would ensure that all necessary equipment would be provided. Cllr Sewell agreed to provide rope which would be used in addition to tape to help secure the safety zone area. Cllr Cummings agreed to source appropriate hi-visibility tape to mark the Safety Area. Steve Marson to procure a further 12x Hi viz jackets and 12 x head torches for the night – these would be provided to Bucket Collectors and Safety Marshals. * **Communications**. Cllr Sewell agreed to provide 6 x radios to aid communication with Safety Marshals. * **Fire**. Cllr Cade confirmed that he had requested a reduced quantity of wood to be provided for the Bonfire. Cllr Sewell confirmed that he would liaise with Cllr Cade regarding timings for building the fire on Wed 4 Nov 15. * **Manning**. The allocation of volunteers to specific tasks was reviewed in detail. Cllr Cummings agreed to provide a revised list of volunteers and tasks attributed. All volunteers were to be contacted to confirm their availability. (This is attached to these Minutes.) * **Briefing**. Cllr Cummings agreed to brief all Safety Marshals at 1730 hrs on the evening of the event. He would additionally provide each safety marshal with a short written brief. * **Safety Zone Cordon**. Cllr Cummings agreed to arrange for the safety zone cordon to be moved by the Safety Marshals to protect the fire at the conclusion of the event. * **Cash Float**. Cllr Cummings agreed to ask the Clerk to provide a cash float of £500 for the event. A breakdown of cash required was provided by Cllr Cade. It was confirmed by Cllr Cade that arrangements had been made to secure and account for all monies arising from the evening’s activities. No cash payments would be required on the night and invoices would be provided for all expenditure. * **First Aid**. Cllr Cummings confirmed that Cllr Smith had completed the Emergency First Aid at Work Course and that he would establish a First Aid point in one of the Pavilion Changing Rooms. Cllr Cummings to provide signage. Any injuries treated were to be recorded. * **Insurance**. It was agreed that the Clerk should contact the insurance company to confirm details of the event. * **Notification**. Cllr Cummings confirmed that the Emergency Services (Police and Fire/Rescue) had been advised of the event. * **Tentage**. Cllr Cade agreed to arrange for a Gazebo to be erected close to the pavilion for the sale of food. * **‘Trim Trail’**. It was agreed that for H&S reasons the wooden ‘Trim Trail’ should be permanently removed – Cllr Marson agreed to complete this task in advance of the event. * **Risk Assessment**. The Risk Assessment (Appx 1 to Annex C of the Parish Council Bonfire Event Report) was reviewed in detail by those present. It was confirmed that the actions required therein would be implemented. * **Recovery / Restoration**. It was agreed that recovery would take place as soon as possible post event with support from volunteers coordinated by Cllr Cade. A working party would be required to assist in the clear up on Fri 6 Nov 15. Further work would be completed to remove debris etc on Sat 7th /Sun 8th Nov 15. | Cllr Cade  Cllr Sewell  Cllr Cummings  Cllr Marson  Cllr Sewell  Cllr Cade / Cllr Sewell  Cllr Cummings  Cllr Cummings  Cllr Cummings  Cllr Cummings/ Clerk  Cllr Smith  Clerk  Cllr Cade  Cllr Marson  Cllr Cade |
| 5. | **Proposal to spend £45 on a training course “charitable trusts and parish councils – navigating the minefield”. to be held on 5th nov 15.**  Consideration was given to the proposal that a training vote allocation of £45 should be made to fund Cllr Riordan attendance on the subject course. It had been agreed that Cllr Riordan would provide cascade training for all Cllrs on the subject in due course.  All present agreed to the proposal.  **Decision: Expenditure of up to £45 (Incl VAT) was agreed to fund the subject course.** | Clerk |
| 6. | **ANY OTHER BUSINESS.**  The Chairman thanked all present and Cllr Cade in particular for the hard work in preparing for this important community event.  There being no further business the meeting was closed at 8pm. |  |