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**BARTON - UPON - HUMBER TOWN COUNCIL**

**MINUTES of a COMMUNITY COMMITTEE MEETING held in the**

**THE ASSEMBLY ROOMS, QUEEN STREET, BARTON-UPON-HUMBER on**

**MONDAY 4 MARCH 2019 - COMMENCING at 7.00 p.m.**

**Present:** Councillor B Troop (Chairman)

Councillors F Coulsey, Mr J Oxley, J Sanderson, A Todd, JP Vickers & Ms J Warton.

**Also Present:** Mrs C Clark (Deputy Town Clerk)

286. **Apologies for Absence**

None

287. **Declarations of Interest**

None

288. **Minutes of Meeting held on the 10 December 2018**

It was noted that these minutes had been signed as a correct record, for action as necessary, at a meeting of the town council held on 2 January 2019.

289. **Matters Arising**

None

290. **Review Town Award Rules**

Members discussed the previously circulated copy of current Town Award rules and agreed to update with “you must live in the town or work voluntary with a Barton organisation/group to be eligible and cannot be a town councillor or officer.” Anyone not meeting these criteria will not be put forward for consideration, also remove box for confidential nominations, winner details and list of other nominees publicised on the town council website.

**Resolved** that the Town Award rules to be updated as mentioned above.

291. **Risk Assessments 2019**

Members were advised when risk assessments have been arranged and confirmed for events such as the Picnic in the Park and Christmas Festival we must include this in the meeting minutes to cover our audit arrangements.

**Resolved** that Councillor Alan Todd to be authorised to undertake a risk assessment for the Picnic in the Park and fire risk and risk assessment for the Christmas Festival in 2019.

292. **Annual Review of The Bartonian Protocol**

Members discussed the previously circulated copy of the current Bartonian protocol and agreed the Protocol was working well and no changes were currently needed.

**Resolved** that following review of the current Bartonian protocol, no changes are currently needed.

293. **Picnic in the Park – Sunday 4 August 2019**

Members discussed arrangements for this year’s picnic. During the discussion, Councillor J Warton advised she would continue to assist at town council events as a volunteer after the May elections if she does not get elected. Councillor J Oxley advised he would also continue as compere for the picnic if not elected. From 24 July to 2 August 2019 will be “Love Parks Week” which is a national event from Keep Britain Tidy. Additional publicity or support may be provided at the picnic to coincide with this national event. It was agreed and

**Resolved:**

1. Baysgarth Park to be booked from 12 – 4pm;
2. ESAG (Event Safety Advisory Group) details to be arranged to meet North Lincolnshire Council 6 months timescale;

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**Minutes of Community Committee Meeting held on 4 March 2019, continued**

1. Councillor A Todd will update the risk assessment;
2. All Councillors are asked to attend and help at the event;
3. 1st aid cover to be arranged;
4. It was noted with thanks Lindsey Relay would sponsor children’s races and provide pa system.
5. Councillor K Vickers to be contacted for his caravan as the control point;
6. Children’s races from under 5’s to 11 plus and mums/dads race, to be organised with Barton Athletics Club receiving a £50 donation for their support;
7. Councillor J Oxley offered to compere the event and arrange a tournament;
8. North Lincolnshire Council to be requested to mark out pitch for tournament and track for races;
9. Rosettes for 1st 2nd 3rd in races and medals for tournament winners to be arranged with Barton Athletic Club. Sweets to be purchased for all race entrants;
10. Entertainment to be provided by
11. Barton Town Band with a £200 donation;
12. Mr Shiney Magic Shows;
13. Craft workshop by The Ropewalk;
14. Rushby Dance & Fitness demonstration with a £50 donation;
15. Face painting & airbrush tattooing;
16. Earthbound Misfits Circus skills workshop and Comedy Juggling;
17. Barton Lions catering unit including hot drinks to attend;
18. Barton Children’s Centre Imagination Library and Baby Massage to attend
19. Far Ings Visitor Centre attraction;
20. Pippa Hayes Tennis Taster;
21. Army Cadets display;
22. Ruby Twirl Stars display;
23. An ice cream van concession to be arranged;
24. Contact Baysgarth Museum to book area in front of museum where Barton Town Band play;
25. Leaflet to be distributed to all Barton primary schools;
26. An advert to be placed in July Bartonian;
27. Check council generator working;
28. Hire portaloos in addition to public toilets.

294. **Christmas Festival – 30 November 2019**

Members discussed arrangements for this year’s Christmas Festival, noting decisions at 10 December 2018 meeting. Options for hire of reindeer team with a static display and reindeer parade from George Street to Junction Square, it was agreed to have reindeer parade. Christmas lights contractis secured for the periods 2017-2020, with latest additions on High Street at Red Lion across the street and replacements following Rafters fire damage, noting contract is £7567.50. Performance stage contract is secured up to 2020 for a stage (16’ x 16’) with pa system, lighting, generator, stage heaters, noting contract is £2340. Prices for a “Little Mix” or “Ariana Grande” tribute act for teenager attraction on stage is £2000. It was agreed to book this with other entertainment secured from balance of entertainment budget. Star Wars theme characters were also mentioned, with the latest film release the week before the Christmas Festival, the Chairman would contact group who do this for a charitable donation.

**Resolved**

1. Team of 6 reindeer and sleigh to be hired at £2255 with a Reindeer Parade from George Street to Junction Square and back;
2. Submit an application to North Lincolnshire Council complying with their Code of Practice for permission to install seasonal decorations on Market Place, George Street, King Street, High Street, part of Queen Street and Fleetgate;
3. Christmas lights power supply boxes annual testing to be arranged;
4. Submit application to North Lincolnshire Council for premises licence from 9.00am – 9.00pm, with street plans;

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**Minutes of Community Committee Meeting held on 4 March 2019, continued**

1. Submit application to North Lincolnshire Council for a road closure from 8.00am – 10.00pm for George Street, King Street and High Street full length, with Traffic Management Company to implement road closure and erect advance warning signs;
2. Submit application to North Lincolnshire Council ESAG (Event Safety Advisory Group) to check event arrangements suitable;
3. Councillor Alan Todd to update the risk assessment and fire risk assessment;
4. 1st aid cover to be arranged;
5. Submit application to North Lincolnshire Council for a Market Consent;
6. Have the Bernese Mountain dogs pulling carts, Immingham ATC band and any local amateur dramatic groups around the town centre, if budget allows;
7. Lantern Parade organised by The Ropewalk, leaving their premises at 5.00pm;
8. Request assistance leading and managing Reindeer and Lantern Parades from Traffic Management Company;
9. Have lights switch on by Mayor at 6.15pm with Carol Service organised by the Salvation Army at 5.30pm, Showers Choir and Castledyke Choir to join in at Christmas tree;
10. Have Mayor assisted by Barton primary school pupils to switch on Christmas lights, with a picture competition and winning entries for Mayor’s Christmas card;
11. Contact Orkidz for permission to site Christmas tree on the High Street, noting tree already ordered with Winterton town council, installation needs arranging;
12. Liaise with R & J Leisure to have small fair rides on King Street and George Street;
13. Have contractor to provide stalls for craft and charity stalls plus traders with own stall. All situated on High Street, £20 deposits paid to attend, only charity stalls refunded if they turn up on the day;
14. Have hired labour to put up/take down stalls;
15. Ask Barton Chamber of Trade to organise a shop window competition;
16. Have 5,000 advertising leaflets for distribution through TIC at Waters Edge, delivery to South Ferriby, Barrow on Humber and New Holland, plus available from Barton outlets, and produce a banner for advertising on Ferriby Road;
17. Have the Mayor’s Party and arrange to meet at Wilderspin National School Museum;
18. Ask North Lincolnshire Council Neighbourhood Services Team to open Market Place toilets later, put out extra litter bins, streets cleaned Sunday morning and remove Christmas tree in January;
19. Hire 11 security guards from 7.30am – 9.00/ 10.00pm;
20. Hire 18 two-way radios & loud hailer from North Lincolnshire Council;
21. Hire 60 barriers;
22. Hire 4 portaloos, including a disabled loo;
23. The entertainment to be arranged with
24. “Little Mix” or “Ariana Grande” tribute act;
25. Norman Hornsby wandering entertainment;
26. Pedro the Clown wandering entertainment;
27. Rushby Dance & Fitness;
28. Duck Egg Threatre Group;
29. Castledyke Choir (Carol Service);
30. Showers Choir (Carol Service).

The Chairman, Councillor B Troop closed the meeting at 8.10p.m.

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