

BARTON - UPON - HUMBER TOWN COUNCIL
MINUTES of a COMMUNITY COMMITTEE MEETING held in the
THE ASSEMBLY ROOMS, QUEEN STREET, BARTON-UPON-HUMBER on
MONDAY 16 SEPTEMBER 2019 - COMMENCING at 7.00 p.m.

Present: Councillor B Troop (Chairman)

Councillors A Chapman and JP Vickers.

Also Present: Mr A Todd & Mrs C Clark (Deputy Town Clerk)

106. **Apologies for Absence**

Councillor J Evison (mayoral commitment).

107. **Declarations of Interest**

None

108. **Minutes of Meeting held on the 17 June 2019**

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 3 July 2019.

109. **Matters Arising**

None

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

It was agreed the event had been a success. Councillors on the town council information stand felt it was worthwhile to keep this presence, it was agreed to have a donations box for anyone wanting to financially support the picnic. Two further ‘pop-up’ style gazebos would be useful; as the budget has been spent it was recommended to pay for these from reserves. The memorial football match had been well received, it was agreed to have this as an annual event at the picnic. North Lincolnshire Council advised we need to have an Occasional Market Consent for the picnic, as we have more than 5 stalls/attractions. They have waived the £50 fee this year but we would have this additional consent and fee in the future. Only negative comment was the difficulty hearing Barton Town Band over the PA announcements for the races, the PA to be turned down in future when the band is playing. Meridian Gymnastics have just opened in the town, it was agreed to invite them to give a demonstration or taster session next year, similar to RDF who also attend. It was agreed to hold the event next year on the first Sunday in August – 2 August 2020 as councillors have already booked holidays around this date.

Resolved that:-

- (i) We purchase 2 ‘pop-up’ style gazebos, to be paid from reserves;
- (ii) The John Oxley Memorial Match to be an annual event at the picnic in the park;
- (iii) Meridian Gymnastics to be invited to attend in 2020;
- (iv) Picnic in the Park 2020 to be held on 2 August 2020.

111. **Barton Christmas Festival – Saturday 30 November 2019**

Members were advised the premises licence, ESAG, road closure applications and market consent had been granted, thanks to Alan Todd for changing our risk assessment to North Lincolnshire Council’s standard format which has now been accepted. ESAG advised of health and safety team comments for 3rd party risk assessments to be sent 6 months in advance with our application. This to be queried

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for stall holders, as we don't know who will be attending that far in advance. Permission to install Christmas lighting by North Lincolnshire Council is outstanding.

Copy of email from Trinity Methodist Church to hold a Nativity Walk between churches through the event was discussed. As we already have our premises licence, which this is not part of, and concerns for health and safety, especially passing the stage area which has barriers around it, it was agreed to advise this would not be possible to include at this late stage. They have suggested as an alternative walking from Wilderspin School to Trinity Methodist Church via King Street. It was suggested this could only happen earlier in the day before the reindeer parade and headline stage entertainment started, possibly 1pm. It must be stressed to them we would take no responsibility for marshalling the walk; they must liaise direct with North Lincolnshire Council Licensing and Highway Teams for permission and Barton Town Council take no liability whatsoever. We would need to have copies of their public liability insurance and risk assessment for the walk if it uses any of our closed off streets. R & J Leisure will have rides on King Street and George Street, following complaints received last year over the images on their Miami ride it was agreed to ask them not to bring it this year, an alternative ride for older children which fits in the street would be welcomed.

Timing for stage entertainment to maximise the headline act was discussed and agreed they would finish just before the lights switch on which will be moved to 6.30pm, so the headliners can assist the Mayor and primary school competition winners to switch on the lights. The Carol Service with Barton Salvation Army to follow straight after the lights switch on. Local groups, Duck Egg Theatre, RDF, Showers Choir and Castledyke Choir to feature on stage earlier in the afternoon, before the headline act. Reindeer Parade would be 3pm from George Street to either bottom of King Street, turning round in Central Surgery car park or up to Junction Square, whichever is most practical. The Lantern Parade would start at 5pm from The Ropewalk and finish 5.30pm at the Christmas tree, which should be the interval for the headline act. Councillor P Vickers to get prices for Star Wars characters to walk round the event, to be booked if within entertainment budget, the latest film is released 4 December 2019.

A draft advertising leaflet was passed around, it was agreed to make necessary changes to reflect the entertainment timetable discussed, with the headline act photograph added to the leaflet and the Bartonian front cover. Agreed to order 7,500 A5 copies, extra copies will be distributed to primary schools in the area by Councillors. As we have no Councillor able to join the reindeer and lights switch on as Father Christmas, Councillor Chapman will arrange for Barton Lions Club to undertake this role. The Town Council to give a suitable donation for this service.

A new contractor to be secured to assist installing/dismantling market stalls, as last year's contractor is unable to continue.

Councillors P Vickers, B Troop, A Chapman and the Mayor to judge the Christmas lights switch on Competition involving local primary schools, winning entries can be used for the Mayor's Christmas cards if needed.

Alan Todd offered to deliver letters around the town centre for details of shops opening; he would also assist with the Christmas tree installation on Friday 22 November on the High street, putting out traffic cones at 6.00am.

All other arrangements agreed at the 4 March 2019 Community Committee meeting still need to be organised. It was agreed for the town council office to liaise with Councillors B Troop and A Chapman to secure any items not already confirmed, if within budget. A list for councillor volunteers to assist on the day to be circulated at the October and November Council Meetings.

Resolved that:-

- (i) North Lincolnshire Council ESAG to be asked if third party risk assessments from stall holders could be forwarded closer to the event, as the details are not known when we submit our formal application;
- (ii) The Risk Assessments for both the picnic in the park and Christmas Festival are accepted by the town council and note they have been forwarded to North Lincolnshire Council to comply with their Licensing requirements;

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- (iii) Trinity Methodist Church to be advised a nativity walk is to be completely arranged by them with all relevant permissions obtained direct from North Lincolnshire Council. A copy of their public liability insurance and risk assessment must be sent to Barton Town Council if they use any streets we have included in our premises licence and road closure applications;
- (iv) Lights switch on to be moved to 6.30pm, headline act to assist the Mayor and primary school competition winners to switch on the lights. The Carol Service with Barton Salvation Army to follow straight after the lights switch on. Local groups, Duck Egg Theatre, RDF, Showers Choir and Castledyke Choir to feature on stage earlier in the day, before the headline act. Reindeer Parade would be 3pm from George Street to either bottom of King Street, turning round in Central Surgery car park or up to Junction Square, whichever is most practical. The Lantern Parade would start at 5pm from The Ropewalk and finish 5.30pm at the Christmas tree, which should be the interval for the headline act;
- (v) Order 7,500 A5 advertising leaflets from MD Signs Ltd, extra copies will be distributed to primary schools in the area by Councillors;
- (vi) Star Wars characters to walk round the event, to be booked if within budget;
- (vii) Councillor Chapman will arrange for Barton Lions Club to undertake the Father Christmas role. The town council to give a suitable donation for this service;
- (viii) Councillors P Vickers, B Troop, A Chapman and the Mayor to judge the Christmas lights switch on competition involving local primary schools.
- (ix) Thanks to Alan Todd for offer to deliver letters around the town centre for details of shops opening, plus assisting with the Christmas tree installation on Friday 22 November on the High Street and putting out traffic cones at 6.00am.

The Chairman, Councillor B Troop closed the meeting at 8.25p.m.

..... Chairman

2 October 2019