

**BARTON – UPON - HUMBER TOWN COUNCIL
MINUTES of a COMMUNITY COMMITTEE MEETING held
In the Assembly Rooms on Monday 3rd June 2024 at 18:15**

Present: Councillor B Troop (Chairman)
Councillors A Chapman, N Jacques & A Watson.

Also Present: Councillor L Bennet & C Clark (Deputy Town Clerk)

38. **Apologies for Absence**

Councillor N Pinchbeck (Personal)

39. **Declarations of Interest**

Cllr A Chapman Personal Interest in the Corn Exchange.

40. **To note the approved minutes of the Community Committee meeting held on 1st May 2024**

Noted they will be approved at 5th June 2024 Full Council meeting.

41. **Community Committee and Community Committee WG Terms of Reference to be approved and recommended to Full Council 5th June 2024**

Members considered the previously circulated Terms of Reference for both Community Committee and Community Work Group.

Proposed Cllr B Troop, Seconded Cllr A Chapman

To accept the circulated Community Committee and Community Working Group Terms of Reference for adoption at 5th June Full Council.

Unanimous

42. **Grant Applications received and review of conditions to grants to include finished project reports from recipients of Town Council grants**

Viking Way Café Bar towards D Day 80th Commemoration Beacon Lighting

Members discussed the grant application form and agreed terms & conditions need sending to all applicants with the application form. Anyone receiving a grant must send an update how the grant has impacted on the group, any publicity should include town council logo. Grant blurb previously circulated for the town council website and for social media was discussed and agreed to take out 1 application per year and advise 2nd application will be considered in exceptional circumstances. The more comprehensive content submitted for social media to be included on the town council website instead of the summary version. Terms and conditions to also be included on the website. Agreed to have a 10% retention

for grants over £500 which will be paid once grant update received, sending a template what information is expected. Agreed to have a board at Annual Town Meeting listing all grants paid out that year.

Proposed Cllr A Chapman, Seconded Cllr B Troop

- a) To award a grant of £100.00 to Viking Way Café Bar
- b) Terms and conditions to be sent to grant applicants with the application form, all successful applicants to send an update how the grant has impacted on the group, any publicity should include town council logo
- c) Content submitted for social media was approved for inclusion on town council social media and website
- d) Applicants can have a 2nd application within 1 year if exceptional circumstances
- e) Agreed to have a 10% retention for grants over £500 which is paid once grant impact report received, using a template provided by the town council
- f) Information board agreed for Annual Town Meeting.

Unanimous

43. **Market Update – approval of draft newsletter and suggestions for market and business survey**

Members approved the draft newsletter with one amendment on 2nd paragraph first line, has to have. Undertaking a survey of local businesses for feedback how the market impacts on them and if business has improved was agreed to be undertaken by both councillors and clerks. Encourage businesses to have a stall at a reduced rate, having a promotional board at the market and business reward using a QR code where suggested. The current hot food vendor in the Market Place will not be attending for next few months, agreed to advertise for new vendor with possibility of booking 3 month slot. Inviting buskers, street entertainers on social media and The Bartonian agreed, asking local groups such as Folk Lincs as fundraisers not paid entertainment. Check if possible to have a smaller gazebo for entertainers from Rock Awnings or Earth Bound Misfits.

Proposed Cllr N Jacques, Seconded Cllr B Troop

- a) to approve market newsletter for distribution
- b) Councillors and clerks to undertake a local business survey
- c) Promotional board and QR code to be further considered
- d) New hot food vendor to be sort for Market Place with 3 month slot
- e) Buskers and entertainers with no fee but able to fundraise to be sought
- f) Check possibility of a small gazebo for entertainers

Unanimous

44. **Storage Unit Rent and agreement to the Corn Exchange**

The storage unit will be installed in Corn Exchange car park by July market if rent is agreed. M Nettleton has not been in touch with any reduction in his cost for moving gazebos, Corn Exchange would like £100 per month rent. Agreed to pay Corn Exchange £100 per month to have storage unit in their car park for gazebo storage.

Proposed Cllr B Troop, Seconded Cllr N Jacques

To pay Corn Exchange £100 per month to have storage unit in their car park for gazebo storage.

Unanimous

45. **Events Update****a) D Day 80th Commemorations – 6th June 2024**

D Day press release previously circulate for town council social media was approved. St Marys Church bellringers will ring the bells at 18:30. Beacon will be lit by Viking Way Café Bar at 21:15. Mayor attending BAFVC curry night on 6 June 2024. Currently 56 confirmed attending D Day tea party, all councillors to be contacted if available to support the event. Agreed to have sandwiches as well as cakes, any additions food to what has already been ordered will be supplied by The Ropewalk, who will bring their 80 piece afternoon tea set. It was noted £200 cancellation fee to singer cancelled for the tea party due to date change from 1st to 6th June 2024. Councillor N Pinchbeck will be providing suitable music with a record player.

Proposed Cllr B Troop, Seconded Cllr N Jacques

To have sandwiches as well as cake for the Tea Party, to be supplied by The Ropewalk.

Unanimous

b) Picnic in the Park – 4 August 2024

Preparations in place so far with entertainers and food vendors advised, along with costs. Reminders will be sent to attractions not yet confirmed. Currently no demonstrations, but ongoing entertainment, Barton Community & Learning Band and Children's Races all happening. Gross expenditure to date £2509. Agreed to send out time slot request to councillors. Cllr Bennet will liaise with her contact at Siemens for help moving/installing gazebos. As Cllr Bennet confirmed park toilets will be open, it was agreed to cancel portaloos with R & J Leisure.

Proposed Cllr B Troop, Seconded Cllr N Jacques

To accept all entertainment and food vendors secured to date.

Cllr Bennet to contact Siemens for help moving/installing gazebos.

Portaloos to be cancelled as park toilets will be open.

Unanimous

c) Monthly Market

Number of attendees and income over the last 3 months were noted, along with stall prices which it was agreed should remain at current rates. It was agreed to contact North Lincolnshire Council to ask why they don't advertise our market.

Proposed Cllr B Troop, Seconded Cllr N Jacques

To keep market stall prices at the current rates for this year and to contact North Lincolnshire Council to ask why they don't advertise our market.

Unanimous

d) Remembrance Parade

It was noted the road closure had been made. Cllr N Jacques will speak with David Kerridge at The Salvation Army over the order of service at the cenotaph. It was noted details will be available on the town council website.

d) Christmas Festival

Preparations in place so far with entertainers, Regal Reindeer and the Grinch booked, all 4 schools will be performing on the stage. Additional street entertainment to be arranged, within budget. Cost of stage and technical package at £2450 + vat was accepted. Stall prices were noted at £20 for spaces plus £20 for town council gazebo. Councillors agreed hot food vendor should pay more, £100 was suggested. Stalls and rides provided by R & J Leisure were discussed with concern at the hamper stall they had which included alcohol. Agreed to contact them for details well in advance what rides and stalls they are bringing, advising no alcohol. A breakdown of what is left to spend in the events budget was requested.

Proposed Cllr B Troop, Seconded Cllr N Jacques

- a) Entertainment booked so far was noted, with additional street entertainment to be booked.
- b) Cost of stage and technical package from EMC Productions at £2450 + vat to be accepted
- c) Details of R & J Leisure rides and stalls to be requested well in advance of Festival, with advice no alcohol on any stalls.

Unanimous

46. **Bartonian Advertising Review – Fees and Charges 2024-2025**

Members discussed the current advertising rates and agreed to keep at the same rate for the current year. As some businesses didn't take up the 6 for 5 offer in May it was agreed to offer a 10% discount to any advertiser who signs up for all editions from July 2024 to March 2025.

Proposed Cllr B Troop, Seconded Cllr N Jacques

- a) **Keep Bartonian advertising rates at the same level for the current year.**
- b) **Advertisers to be offered a 10% discount if they signs up for all editions from July 2024 to March 2025**

Unanimous

47. **Finance – I&E Report to 31st May 2024**

The income and expenditure report up to 29 May 2024 was noted.

Meeting closed at 7.25pm

..... Chairman Cllr 3rd June 2024