

## LITTLE WALTHAM PARISH COUNCIL

### Minutes of the Extra Ordinary Meeting of Little Waltham Parish Council held on 21 November 2023 at 1pm at the Pavilion, The Street, Little Waltham

Present: Councillors                    Antony Kingham (Chairman)  
   Richard Allen  
   Rupert Watson  
   Lallie Godfrey  
   Emma Cunningham

Clerk                                        Michelle Harrison

#### **23/188     Apologies**

Apologies were received from Councillors Burrow and Tinson.

#### **23/188     Declarations of Interest**

No declarations of interest were received.

#### **23/189     Public Forum – To receive any representations from the Public**

No representations were received from the Public.

#### **23/190     To consider and agree items for the Christmas Event**

The Councillors agreed the following:

- **Budget**

The Councillors agreed a budget of £1500 for the Christmas event. This figure excludes the tree, as this has now been kindly donated by Councillor Cunningham. This event was not included in the budget, so the funds will be allocated from the general reserves.

- **Advertising**

The Councillors agreed to purchase a banner to display in front of the playing field to advertise the Christmas Celebration. This is to be organised by the Clerk.

The advert will be on the front of the Parish Magazine and this will be distributed in advance of the event.

The adverts will also be displayed on the notice boards and social media.

- **Band**

The Councillors agreed for battery-operated lights to be purchased for the band. Councillor Kingham agreed to supply the gazebo for the band and would erect this in advance of the Christmas celebration.

- **Seating and tables**

Councillor Godfrey confirmed that the Chairman of the Memorial Hall had agreed to open the Hall, so the toilet facilities could be used. The Council could also use some chairs and tables for this event, which would need to be replaced by Monday morning.

The Councillors agreed for hay bales to be purchased to be used as seating around the Christmas tree.

- **Decorations**

The Councillors agreed for the Pavilion to be decorated internally and externally and for the Clerk and Councillor Cunningham to purchase the required items, which included, but was not limited to: decorations, table decorations, lights and a Christmas tree.

- **Food and drink**

The Councillors agreed for festive food and drink to be purchased by the Clerk. This included, but was not limited to an urn, disposable cups and lids, the festive food (such as mince pies and biscuits) and drink (hot chocolate, mulled wine etc).

- **Trees to be trimmed**

The Councillors approved for the trees to be trimmed on the verge as they are damaging the path and will obstruct the view of the Christmas tree.

- **Keys**

The Councillors agreed for keys for the Pavilion to be cut and for a key safe to be purchased and installed.

- **Planning**

The Councillors agreed to assist with cleaning and decorating the Pavilion.

The Councillors agreed: to serve and distribute food and drink during the event, to marshal the event, to help with returning property to the Memorial Hall and to tidy up any rubbish.

The Councillors agreed to the Safety Plan and Risk Assessment, which would be circulated by email to the Councillors and the St John's Ambulance.

The Clerk noted that St John's Ambulance had confirmed that they would attend the event and that the Good Elf Company had provided the necessary documents, including their method statement and risk assessment.

The meeting concluded at 2pm.