

CLENCHWARTON PARK AREA REGENERATION

Minutes of the Working Party Meeting held on
Monday 25th September 2023 7pm
Online Zoom Meeting

Present: Chair Cllr Rob Lucas (RL), Bryan Coates (BC), Cllr Caroline Coates (CC), Julie Hallifax (JH), Cllr Steve Fox (SF), Cllr Craig Wilson (CW), Tracy Wilson (TW) & Ben Duncan

Agenda Items

1. Apologies for absence:

None received.

2. To agree minutes from the meeting held on Thursday 31st August 2023:

Approved with no amendments.

3. To have a debrief on the Picnic in the Park:

The event went without a hitch – it was fun and enjoyable despite the restricted time and resources for the rearranged date.

The main issues were there was not enough marketing of the event, there was no announcements at the event and that it was too hot.

Concerns had been raised that the stall hire might be too high and that not all potential stallholders would have public liability insurance thus limiting the number of stallholders. It was agreed to keep the stall hire at £20 and that stallholders must have PLI. A stallholder left the event early – driving on the field without a marshall which was required for the risk assessment.

There were issues with who was going to do the food. A food vendor was arranged last minute however he made a loss. Next year we will keep it simple and sell burgers and sausages. Crisps and sweets did not sell well however cold drinks kept in tubs of cold water sold very well.

We did not have enough adult volunteers to run the event however it was managed because the girls assisted. The turnout was disappointing.

BD said that it was too hot on the day and as there was only a small turnout, he was unable to pay us the agreed fee for providing inflatables and game stalls for the event. The food vendor had made a loss and that we would need more volunteers for next year.

It was agreed next year's Picnic in the Park will be on Sunday 21st July 2024 12 – 4pm and as well as a backup date of Sunday 11th August 2024.

BD left the meeting at 7.45pm.

4. To receive a funding and fundraising update:

RL reported that Sarah Bristow (SB) has signed the CIL funding acceptance form on the behalf of CPC. The CIL funding will be paid to the CPC and SB has agreed in principle that the CPC could pay upfront for the items being funded by the CIL funding and the CPC could claim back the VAT. This will need to be agreed at the next CPC meeting.

Upcoming fundraising events:

10 th October	Quiz Night at The Nelson
31 st October	Halloween (ghosts screen in the JG, get 1/2 sponsors to fund giving sweets away & sell hot chocolate)
13 th November	Bingo Night (MH has been provisionally booked)
2 nd December	Xmas Tree Switch On

Proposed future fundraising events:

Race Night (TW to investigate)
Silent disco / Disco
Open Air Show / Movie
Afternoon tea for Mother's Day
Springtime Yard Sale
Work in conjunction with the Church for their Easter event

SF left the meeting at 8pm.

5. To receive an update on the formation of the CIO:

RL reported CAN has provided him policy documents for him to go through being adopting them for the charity. Fact sheets has also been provided giving information on the roles of chair, treasurer, secretary etc as well as the role of a charity trustee. Before the charity application is submitted, it will need to be approved by the CPC. JH is creating a folder of information for each trustee.

6. To receive a Finance update:

It was agreed to pay the invoice from E & H Grab Services for £500 once the invoice has been correctly addressed.

CPAR will apply for a CPC grant at the next meeting to recover the costs of the digger hire, the grab hire, delivery of 7 tonnes of hardcore and the removal of 21 tonnes of waste. The cost of picnic benches installation is £616.

The Finance report has been attached at the end of the minutes.

7. To receive an update on the Jubilee Garden sail:

SF has one quote for a shade sail. RL reported that the shade sail needs to go out to tender to approved Borough Council approved suppliers. Suppliers will submit their designs and quotes for tender for approval by the CPC.

8. To receive an update on the commemorative stone for the Jubilee Garden:

CW had found a prospective commemorative stone however it was not approved. CW will continue to look for a suitable stone using Facebook Marketplace and Ebay.

9. To agree plaques for picnic benches for ordering and installation:

CC will investigate and order plaques once the wording has been agreed. The width of the picnic bench slats will need to be checked before ordering and plaques will be sized 50 – 75 x 25mm.

Sponsors:

Picnic bench - The Thornalley family

Picnic bench - Clenchwarton Horticultural Club & J P Plastering & Decorating

Picnic bench - Children of Clenchwarton Primary School & the wider community

10. Any other business:

RL proposed disbanding the CPAR/CCFT chat group on Messenger as it is not a constructive method to discuss and resolve items. It was agreed to disband the chat and items will be resolved by email.

11. To agree a date for the next meeting:

Monday 23rd September 2023 7pm

Meeting was closed at 9.23pm.

