

MINUTES OF PATTINGHAM AND PATSHULL PARISH COUNCIL EXTRA ORDINARY
MEETING HELD ON THE 21st JULY 2025 AT PATTINGHAM VILLAGE HALL

Present: Councillors: A Freeman (Chairman), J Tomlinson (Vice Chairman), M Finch, W Morris, Mrs A Kemp, S Walker, Mrs S Attwater, N Burton.

Also Present: Mrs J Cree.

109/25. Apologies for Absence.

Apologies of absence were received from Cllrs N Caine and J Yardley.

110/25. Declarations of Councillors' Interest.

None were declared.

111/25. To discuss Christmas event proposals

The Christmas lights switch on event Sub-Committee Proposal is detailed below:-

The Parish Council involvement in the Christmas lights Sub-Committee:

- Agree for the Christmas Lights Switch on event to become a Sub-Committee of the Parish Council.
- Elect a Parish Councillor to join the Christmas Lights Switch on Sub-Committee.
- Continue to store the Christmas lights in the Parish Council Shed at the Village Hall
- Continue to allocate funds to the Parish Council budget, for the Christmas Lights.
- Continue to organise the Christmas lights installation, with Roger Howe
- Continue to have insurance for Christmas lights and to have insurance for the Switch on event.
- Allow for funds from the Christmas lights to be held in the Parish bank account, under the Christmas lights budget, which the Parish Council already have and allow for items to be purchased from the account from funds raised.

The Christmas lights Sub-Committee will:

- Elect a Chair, Treasurer and Secretary
- Run the event inc Event Management Plan submission to SSDC, Risk Assessments.
- Booking the Village Hall and pay for this hire from the funds raised from stalls etc
- Ensuring all stall holders complete booking forms, have their own insurance and collect payment
- Complete a detailed accounts spreadsheet to present to the Parish Clerk

Cllr S Walker proposed and Cllr Mrs S Attwater seconded the above sub-committee bullet points for the event for 2025. On a vote this was approved as a majority. Cllrs J Tomlinson and Mrs A Kemp will join the sub-committee and they will report back to each meeting with an update.

The Sub committee must ensure that:-

- All stall holders must complete an appropriate information form, which must include adequate insurance, risk assessments and if applicable 5* hygiene rating.
- The event must be self funding, costs must be covered (inc village hall hire) from the charges to the fair people and stall holders.

- Invoices must be paid by those attending must be paid asap, to ensure that the event costs can be covered.
- A report must be made to the Parish Council monthly on their progress, all expenditure must be sent to the Clerk to be confirmed and agreed.

112/25. To Co-opt a new member onto the council

Cllr Mrs S Attwater proposed, and Cllr J Tomlinson seconded the co-option of Rob Northwood to join the council. On a vote this was agreed by majority.

113/25. Items for future Meetings

Fires in the Parish (October), 4 year Plan (Date TBC), Over 65's lunch.

114/25. Dates of Next Meetings to be agreed at this meeting – 1st September 2025