



## EASTWOOD TOWN COUNCIL

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### EASTWOOD TOWN COUNCIL ARTS AND EVENTS COMMITTEE HELD ON

Tuesday 1<sup>st</sup> November 2022

Eastwood Town Council Chamber commencing at 5.30 p.m.

**Present:** Councillors Mrs. K. Boam (Chairman) M. Bullock, R. Bullock, N. Levett & K. Woodhead. Also present Mr. A. Khan & Mrs. J. Elliott representing Broxtowe Borough Council, Reverend D. Stevenson, Martins Road Management, Cllr J. Handley representing Royal British Legion (Eastwood branch), D. Wilcoxson representing Eastwood Male Voice Choir, 6 members of the public, Town Clerk S. Trower.

**AE68/2023 To Receive Apologies for Absence** ShowSec representative, Cllr D. Bagshaw, Cllr Mrs. S. Bagshaw.

**AE69/2023 Variation of Order of Business** None.

**AE70/2023 Declaration of members interests.** None.

**AE71/2023 To determine which additional items on any part of the agenda should be taken with the public excluded.** None.

**AE72/2023 Minutes** To confirm the Minutes of last Committee meeting held 27<sup>th</sup> September 2022.

**RESOLVED** to agree and sign the Minutes as a true and accurate record.

**AE73/2023 Open Forum**

**AE74/2023 Arrangements for Remembrance Service & Parade Sunday 13<sup>th</sup> November 2022.** Councillor Woodhead updated the meeting on the arrangements with confirmation of arrangements received from Martins Road Management, ShowSec security, a professional company appointed to secure the sites, radios to be provided by ShowSec. Due to enhanced security measures no volunteers or Councillors would be required to supervise highways. Arrangements for Royal British Legion in place for service and parade. Cllr Woodhead reported a gazebo would be in place to accommodate Eastwood Male Voice Choir at the cenotaph who had agreed to perform prior to the arrival of the parade. Arrangements in place for installation of gazebo and adequate quantity of seating for choir members. RBL confirmation of arrangements for parade and names of readers. Councillor Woodhead confirmed the Parade Marshall would organise the parade. Broxtowe Borough Council appointed to wrap all street bins; Eastwood public toilets would be open for the event. Audio arrangements in hand for both Memorial sites. Verses of the hymns printed in the latest newsletter for easy access to members of the public. Time schedule of service, commencing at 9.30 a.m. with parade to leave St. Mary's Church no later than 10.35 a.m. Order of wreath laying provided to committee. Guides, Brownies etc to collect crosses prior to parade. Next working party meeting to take place Monday 7<sup>th</sup> November 2022 at 6.00 p.m.

**AE75/2023 Broxtowe Borough Council Christmas Event Eastwood Tuesday 29th November 2022 from 6.00 p.m. until 8.00 p.m.**

Representatives Alex Khan & Jo Elliott addressed the meeting, which was attended by several members of the public and local business representatives.

- a) A budget of £14,250.00 to include Santa's Grotto near to the Lawrence Museum, Eastwood Churches Together choir to perform, lights switch on ceremony at 7.00 p.m. Band, street entertainment, stalls, fairground, Victorian Carol singers, Sparks Drummers, street theatre, stage for entertainment, food stalls, fireworks display at 8.00 p.m. The meeting noted the research for low noise fireworks to be used which was dismissed due to unsuitability of firing site and high costs. Arrangements confirmed for press releases and social media publicity, posters received for promotion of event. Window

dressings competition to be judged at the event. The Clerk confirmed the switch on event timings would be confirmed with the lighting contractor. Traffic management organised through Martins by Broxtowe Borough Council; times of closures noted. Stewards and security all organised through Broxtowe Borough Council. Licences confirmed. Borough representatives confirmed organisation of meeting with County Highways reference traffic wardens for town.

- b) The Chairman confirmed letters advising of road closures and of event would be delivered to shops and residents to be affected with road closures. Noted the event was publicised in the Town Council newsletter, which would be delivered to every property in Eastwood.
- c) Market stalls available at £25.00 or free to charitable organisations.
- d) Arrangements in place for Eastwood Town Council offices access to Borough Council representatives prior to and during event.
- e) Publicity material would be provided to Council by Borough Council for the event; confirmation Borough Council to publicise on social media, press, website etc. Notification letters to be delivered to Town Council and Council volunteers agreed to deliver to advise residents and shop proprietors of forthcoming event and road closures.
- f) Best dressed Christmas window competition included in the publicity.
- g) Volunteers engaged for the event included Scouts, Cadets & Confetti. Noted a reduced Police presence an expectation at the event. Two response teams would be available through the Borough Council. Cllr Woodhead reported Police had advised the event would be held on the same evening as the England v Wales match organised; Cllr Woodhead had advised the Police all arrangements were in place and the Eastwood event date could not be changed.
- h) Fireworks booked for the event. Low noise fireworks enquiries had been made by the Borough Council. However, due to the location of secure firing site, the height was insufficient to provide a low noise display due to lower impact.
- i) A financial report would be provided to the Town Council by Borough Council to summarise costs of the event.
- j) Debrief to take place on Monday 12<sup>th</sup> December 2022 at 6.45 p.m. prior to full Council meeting.

The Chairman, on behalf of the Town Council Committee, extended appreciation to Borough Council representatives and members of the public and businesses for attending the meeting.

#### **AE76/2023 Eastwood Town Council Newsletter Autumn 2022**

It was reported the Autumn newsletter 2022 was out for delivery to the residents of Eastwood. The Chairman, on behalf of the Town Council, extended appreciation to Cllr N. Levett and the Clerk for their work to publish an excellent second magazine on behalf of the Council. Ideas and suggestions for forthcoming newsletter articles received towards the next newsletter with an expectation for publication around February 2023. Articles to include cctv improvements for Coronation Park initiative, boating rally 2023, Coronation of King Charles III 6<sup>th</sup> May 2023, history of mining in the area.

#### **AE77/2023 Eastwood Schools Literary Awards 2022**

The Chairman confirmed a winning article had been chosen.

**RESOLVED:** - arrangements for presentation of award confirmed to be made at the December 2022 Council meeting to include a £25.00 book token.

#### **AE78/2023 Hazel Braithwaite Award 2022**

The Chairman reported three nominations received.

**RESOLVED:** -

Working party meeting organised Wednesday 9<sup>th</sup> November 2022 at 6.30 p.m. to be attended by Chairman Cllr Mrs. K. Boam, Cllr M. Bullock, Cllr R. Bullock & Cllr Woodhead. Apologies received from Cllr N. Levett for recommendation of award and presentation gift.

Referral to December 2022 Council meeting for presentation of award.

#### **A79/2023 Community & Police Coffee Mornings 2022**

**RESOLVED:** -

Dates for events Saturday 12<sup>th</sup> November & Saturday 3<sup>rd</sup> December 2022 between 10.00 a.m. and 12 noon.

#### **A80/2023 Winter Floral Displays 2022 – 2023**

Cllr Woodhead reported some planting had taken place in the town with winter floral displays. The meeting noted no contract had been agreed with Broxtowe Borough council.

**RESOLVED: -**

Review summer flowering displays contract for 2023. Referral to next meeting.

**A81/2023 To consider Eastwood Lighting Switch-on Event Tuesday 29<sup>th</sup> November 2022**

**RESOLVED: -**

- a) Recommendation to provide chocolate/sweet treats for presentation to local children at Christmas event 2022.
- b) Recommendation to approve quotation in the sum of £975.00 plus V.A.T. to provide contractors for switch-on event at 7.00 p.m. and amendment of lighting display for remainder of times to 5.00 p.m. until 10.0 p.m. until early January 2023.

**A82/2023 Annual Remembrance Service & Parade Sunday 13<sup>th</sup> November 2022**

**RESOLVED: -**

- a) ShowSec to provide 17 staff to cover road closures during parade plus one supervisor.
- b) ShowSec to provide adequate radios for event.
- c) No volunteers would cover the event due to more stringent levels of training required.
- d) Martin's to manage road closures throughout the town. Closure from 10.15 a.m.
- e) Appointment of Event Manager with radio to be approved at next working party meeting.
- f) First aid cover confirmed; radio to be provided to supervisor.
- g) Advisory letters to shops and residents affected by road closures to be distributed by Council Members.
- h) Recommendation for parade to leave Church at 10.35 a.m. (Reverend D. Stevenson)
- i) Royal British Legion to be provided with Order of March and Order of Wreath Laying (Chairman).
- j) Arrangements in place through Broxtowe Borough Council for covering of bins, opening of public toilet facilities.
- k) Risk assessment and adequate insurance cover in place.
- l) Wreaths, crosses and inserts in place.
- m) Church to provide overhead screen of Order of Service; printed hymn sheets organised for Memorial gatherings.
- n) Eastwood Male Voice Choir to provide vocal support at Plumtre Way Memorial.
- o) Arrangements in place for installation of gazebo and seating (23) (staff); lectern to be placed at Plumtre Way.
- p) P.A. system through staff.
- q) Commemorations detailed in the Autumn Newsletter 2022; public notice appeared in local press, website and social media.
- r) Civic reception at the Town Council Chamber organised after the event.
- s) Invitations distributed.
- t) Litter pick and cleaning of memorial to take place Sunday 6<sup>th</sup> November 2022.
- u) Inspection of route prior to Parade to be undertaken by Mayor, Chairman & representatives from Royal British Legion.

**AE83/2023 Schedule of events for Eastwood 2022 – 2023**

**Resolved: -**

- a) Consideration of Pinxton Puppets 2023 school holidays February/Easter 2023.
- b) Outdoor market for consideration.
- c) Coronation of King Charles III date of Coronation Saturday 6<sup>th</sup> May 2023. Submit application for Fun Day 2023 at date to be agreed; suggestion of Sunday 7<sup>th</sup> May 2023.
- d) Police surgeries and coffee mornings schedules to be confirmed
- e) May/June 2023 potential dog show (volunteers Cllrs M. Bullock & R. Bullock agreed to organise)
- f) Calendar of events for Eastwood to be considered for 2022 – 2023 subject to budget funding available.

**AE84/2023 Date of next meeting**

Date of next meeting Tuesday 17<sup>th</sup> January 2023 at 6.00 p.m. at Eastwood Council Chamber.

The Chairman closed the meeting at 19.22 p.m.