

**MINUTES OF EVENTS COMMITTEE MEETING  
HELD ON WEDNESDAY 27<sup>TH</sup> AUGUST 2025  
IN THE VICTORIA JUBILEE HALL, MALPAS AT 6.00PM**

	<p><b>PRESENT</b> Cllr Michael Williams. Ward Cllr Rachel Williams. Committee members: Mel Hughes, Di Lofthouse, Gill Valentine. The Clerk. No members of the public attended the meeting.</p>
<b>1.</b>	<p><b>WELCOME / APOLOGIES</b> Apologies from, Vicky Williams, Cllr Oryan Lightning, Jay Brown, Della Dutton, Kelly James.</p>
<b>2.</b>	<p><b>DECLARATION OF INTERESTS</b> None declared.</p>
<b>3.</b>	<p><b>STALLS</b> Kelly James has advised that the stallholders have now been booked. The EC is to look to purchase a total of 12 gazebos from funds.</p>
<b>4.</b>	<p><b>GROTTO</b> Ward Cllr Williams updated the meeting about the Harry Potter theme for the grotto and the plans. The SENS grotto sessions will take place on Saturday 29<sup>th</sup> November.</p>
<b>5.</b>	<p><b>INDOOR CAFÉ</b> Della Dutton is taking care of the arrangements for the indoor café and will provide receipts for reimbursement.</p>
<b>6.</b>	<p><b>LANTERN PARADE AND CHURCH SERVICE</b> Mel Hughes is to liaise with the school regarding the arrangements for the lantern workshops and the lantern parade. Gill Valentine is managing communications.</p>
<b>7.</b>	<p><b>FINANCES</b> Gill Valentine informed the meeting that several local companies have offered to sponsor the event; the Clerk is to check the bank account for any donations and keep Gill updated.</p>
<b>8.</b>	<p><b>ROAD CLOSURE</b> The road closure is to be booked between 8.00 am – 6.00 pm; stall holders are to be reminded that they will need to be packed up by 5.30 pm. The Clerk is to apply to CWaC and place an order with Core. The Clerk is to apply to CWaC for the necessary licences (Event Licence, Highways Licence, Street Lights Licence, Sale of Alcohol Licence), The Clerk is to write to residents on Old Hall Street and High Street to advise of the road closure. Di Lofthouse is to contact residents about not parking on Old Hall Street and High Street on the day of the event. The Council is apply for £1,000.00 from the Members Budget to pay towards the road closure.</p>
<b>9.</b>	<p><b>CHRISTMAS TREES</b> It was agreed to contact Jons Davies regarding the small Christmas trees; if he is unable to supply the trees then the Council will contact Walkers. The trees are to be delivered to the Jubilee Hall car park. It was agreed to purchase new bright white lights for the trees.</p>
<b>10.</b>	<p><b>OTHER ACTIONS</b> Medical Cover:- Ward Cllr Williams has spoken with Arywn Jones about North West Medical Cover; the Clerk is to clarify the insurance regarding medical cover.</p>
<b>11.</b>	<p><b>DATE OF NEXT MEETING</b> The Committee agreed to hold the next meeting on Monday 15<sup>th</sup> September.</p>

**The meeting closed at 7.00 p.m.**