



Minutes of the proceedings of the **COMMUNITY COMMITTEE MEETING** held at Hutton House, Chilton on Tuesday 22nd October 2024 commencing at 8.03pm

Present: -- **Acting Chair-** Cllr. E. Bruce

Cllrs: - D. English, J. Houlihan, P. Herbert, S. Reece & S. Sutherland (Mayor)

Locum Town Clerk: - Mrs. Joanne Dickinson

38. **Apologies for Absence** – Cllrs V. Collinson and P. Malpas - apologies received and accepted by Members
39. **Declarations of Interest-** None
40. **Member Dispensation** – None received
41. **Public Participation-** None present
42. **Approve and accept the recommendations therein-**
- a. Minutes of Community Committee Meeting held on 24th September 2024
RESOLVED- Cllr Reece proposed the minutes were accepted as a true record. **Seconded by Cllr English. All agreed.**
43. **To discuss plans for the following Events**
- a. Fireworks Event- Members received an update on the event planning. Currently awaiting the SAG and road closure confirmation which is imminent. There will be an initial risk assessment walk around the field on 29th October 2024 at 10am. A Fireworks pre-meeting will take place at 6pm on 29.10.24 at Hutton House for a final run through of the list of jobs. A final risk assessment will take place on 1st November 2024 on the field. Tickets are still available. Members agreed that the tickets could be sold on the night, if they are still available. Volunteers can only help out if they are a named volunteer who have been included within the risk assessment process.
- b. Remembrance Sunday- Locum Town Clerk to ask 2 Service Personnel if they would be attending to carry out a reading. Refreshments have been confirmed as being delivered. The Order of Service to be updated with Reverend Southern and the booklets will be printed in house. Locum Town Clerk to arrange a meeting for this to be discussed. The attendance of the music provider and the Piper has been confirmed. The Mayor of the Junior Town Council will be attending. The finer details to be confirmed with the School prior to the day. The wreath laying order had been looked into by the Locum Clerk and the general information is that the wreath laying order is agreed on a local level. Members advised that 3 wreaths are required for the Town Council-: Junior Town Council Mayor, Mayor and one for the Miners Welfare Trust. Cllr Bruce will put the inserts into the wreaths. The Junior Mayor will be provided with a chain which is being arranged by the Mayor. Members agreed that the public would be welcome to come into Hutton House after the Service for refreshments. The Service on 11.11.24 was discussed and the Piper has been booked.
- c. Family Event- Cllr Malpas has it all organised. The gambling machine inside the door is to be switched off before the event starts.

- d. Christmas Lights- Matters outstanding are a floor plan layout for the outside of the building and the SAG and road closure confirmation. Poster has been produced. A request for stalls from the stall holders who came to the Chilton Day to be actioned, if not already carried out. The owner of the Wheatsheaf has offered the use of a snow machine. Locum Town Clerk to compile the risk assessments for the event during w/c 11.9.24. Ferryhill Band have confirmed they will attend the event and will need to be set up under a light to read the music sheets. Santa suit to be refreshed and the person to be Santa this year is to be agreed. They should be DBS checked. Details to be discussed at the next Events Working Group. School to be asked for a meeting to discuss the arrangements for the Christmas Parade and the Lights Switch on. Cllr Bruce offered to speak to the Headteacher.
- e. Wreath Making- Locum Town Clerk has had confirmation that Cllr Bruce can be a volunteer on behalf of the council. Locum Clerk to complete the risk assessment. Non- alcoholic refreshments had been previously agreed. Members gave permission for the wreath crafts to be purchased by Cllr Bruce using the funds from the event.
- f. Carol Service- Meeting to be arranged by the Locum Town Clerk which was agreed at the meeting in September.

44. Discuss the setting up of a food bank and/or food parcels within the community- Currently there is a foodbank at the Church on a weekly basis on a Monday. Members discussed the background on the previous arrangements in the office for arranging food vouchers. After a recent visit to Hutton House from a resident enquiring about a food bank voucher which Members assisted with. It was identified that there is a need for an emergency food parcel for those who may be unable to attend the foodbanks on the same day/within a few days.

Members agreed the Ladder Centre should be contacted to ask for the best way to take this forward.

45. To receive the year to date Financial Report and budget spend year to date- the next information will be cascaded in November. A breakdown of income and expenditure was requested based on the individual events.

46. Date of next meeting – Tuesday 26th November 2024

Meeting Closed at 8.58pm.

Cllr Pearl Malpas
Chair of the Committee,
26th November 2024