

BLACKBIRD LEYS PARISH COUNCIL EVENTS COMMITTEE MINUTES

Minutes of the Council Meeting held on Tuesday, 2nd August 2022, at 7.00 pm held a Blackbird Leys Community Centre

MEMBERS PRESENT: Parish Councillors: Ewa Gluza (Chairman), Imade Edosomwan, David and Newman.

MEM. OF THE PUBLIC: One

APOLOGIES: Cllr Watson

EC001/22 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None

EC002/22 **LEYS FETE VENUE**
It was **RESOLVED** by unanimous vote to agree to hold the on the Orchard Meadow Primary School field.
This was proposed by Cllr Gluza and seconded by Cllr Edosomwan

EC003/22 **LOTTERY**

1. It was **RESOLVED** by unanimous vote to agree to purchase a small societies lottery licence for an approximate cost of £40.
This was proposed by Cllr Gluza and seconded by Cllr Newman
Action: Clerk to apply for and purchase a licence from Oxford City Council.
2. It was **RESOLVED** by unanimous vote to agree to set a lottery for ODS large waste collections for residents.
This was proposed by Cllr Gluza and seconded by Cllr Edosomwan
Action: Clerk to contact Oxford Direct Services.

EC004/22 **PROVIDERS**

1. It was **RESOLVED** by unanimous vote to agree to use the following activity providers

	Item	Description	Supplier	Price
1.	Fencing	70 x 2 m (approx.) barriers including transport	Oxford Direct Services	£200
2.	First Aid		Oxon Event Medics	£450
3.	4 x Fire Extinguishers		Oxford Hire	£72
4.	Hay Bales	30 bales	Abbot and Co.	£250
5.	Story Museum	Tent and activities	Story Museum	£700
6.	Farms 4 Ewe	Full farm with washing facilities	Farms 4 Ewe	£650
7.	PA System		PA hire from Jack FM	£300

8.	Climbing Wall		Funtime	£645
9.	Small Sea Bouncy Castle		Funtime	£95
10.	21ft x 27 ft sea world combo play bed		Funtime	£270
11.	Staff 2 x 5hrs x £35		Funtime	£350
12.	Generator	X 1	Funtime	£150
13.	Popcorn Cart (inc. 600 portions	Portions to be sold at 50p	Funtime	£415
14.	Soft play		Funtime	£115
15.	Children's tables	X10	Funtime	£80
16.	Marketing, printing leaflets and promotion on Jack FM			£400
17.	Redesign the logo			£100
18.	Hire the school			£200
19.	Hire BLAP			£200
20.	Sundry			£100
21.	ODS Lottery			£200
22.			Total	£5,942

This was proposed by Cllr Gluza and seconded by Cllr Edosomwan

Action: Cllr Gluza to contact providers and confirm arrangements.

2. It was **RESOLVED** by unanimous vote to agree to apply the Oxford City Council conditions for food hygiene to food and beverage providers.

This was proposed by Cllr Gluza and seconded by Cllr Edosomwan.

EC006/22 STALLS

1. It was **RESOLVED** by unanimous vote to agree to charge £50 for commercial groups
This was proposed by Cllr Edosomwan and seconded by Cllr Gluza.
Action: Cllr Gluza to inform stall applicants.
2. It was **RESOLVED** by unanimous vote to agree to charge £20 for non-commercial groups.
This was proposed by Cllr Edosomwan and seconded by Cllr Gluza.
Action: Cllr Gluza to inform stall applicants.
3. It was **RESOLVED** by unanimous vote to agree for groups from the Leys to have no charge.
This was proposed by Cllr Edosomwan and seconded by Cllr Gluza.
Action: Cllr Gluza to inform stall applicants.

EC007/22 NEXT MEETING

The date of the next committee meeting is 31 August 2022 at 7 p.m.
The meeting ended at 7.45 p.m.

SIGNED: _____ Cllr Ewa Gluza (Chairman)

BLACKBIRD LEYS PARISH COUNCIL EVENTS COMMITTEE MINUTES

Minutes of the Council Meeting held on Tuesday, 6th September 2022, at 7.00 pm held a Blackbird Leys Community Centre

MEMBERS PRESENT: Parish Councillors: Ewa Gluza (Chairman), David Newman, and Anthony Church

MEM. OF THE PUBLIC: None

APOLOGIES: None

EC008/22 Declarations of Interest & Applications for Dispensation

None

EC009/22 Meeting Minutes

It was RESOLVED by unanimous vote to accept the minutes of the meeting held on Tuesday 2nd August 2022 as a true record.

This was proposed by Cllr Gluza and seconded by Cllr Church

EC010/22 Providers

1. It was RESOLVED by unanimous vote to approve the following changes -

I. To hire 'Meet the Animals' to provide the petting farm and increase the budget from £650 to £865.

II. To hire the 'Sky's The Limit Entertainer' to provide -

1. Wild West Cactus Lasso Game
2. Inflatable Assault Course (140ft Adults & Child)
3. Caterpillar Racing
4. Outdoor & indoor soft play
5. Nine Hole Crazy Golf Hire
6. Nerf Gun Shootout
7. Jungle Theme Combo Bouncy Castle
8. Candy floss & Popcorn Stall with Attendant
9. Additional popcorn and candy floss
10. Sumo Suits
11. Sports Side Stall Attraction
12. Generator + (up to 8 hours fuel) (x5)

For a cost of £2,415.00

This was proposed by Cllr Gluza and seconded by Cllr Church

2. It was RESOLVED by unanimous vote to increase the cost for the PA system from £300 to up a maximum of £400.

This was proposed by Cllr Church seconded by Cllr Gluza

3. It was RESOLVED by unanimous vote to hire 25 hay bales instead of 30 at a cost

of £175 instead of £250

This was proposed by Cllr Gluza seconded by Cllr Church

4. It was RESOLVED by unanimous vote to purchase craft at a cost of £200 from Amazon

This was proposed by Cllr Gluza seconded by Cllr Church

5. It was RESOLVED by unanimous vote to purchase 5 High Vis Jackets at £8 each a cost of £40, supplier to be advised

This was proposed by Cllr Gluza seconded by Cllr Church

6. It was RESOLVED by unanimous vote to agree the budget of £100 for Stand Pilates and mini disco supplier to be advised.

This was proposed by Cllr Gluza seconded by Cllr Church

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EC010/22 Stalls

It was RESOLVED by unanimous vote to charge nothing for groups attending.

This was proposed by Cllr Church seconded by Cllr Gluza

EC011/22 Popcorn and Candy Floss

It was RESOLVED by unanimous vote to charge 50p per portion.

This was proposed by Cllr Gluza seconded by Cllr Church

EC012/22 Flyer Distribution

It was RESOLVED by unanimous vote to distribute the flyers.

This was proposed by Cllr Gluza seconded by Cllr Newman (who took a batch)

EC013/22 Loyalty Card

It was RESOLVED by unanimous/majority vote to provide a loyalty card that children could get stamped at each activity until they had enough stamps to get a free popcorn portion.

This was proposed by Cllr Gluza seconded by Cllr Church

EC014/22 NEXT MEETING

The date of the next committee meeting was scheduled for Tuesday 20 September 2022 at 7 p.m.

The meeting ended at 8 p.m.

SIGNED: _____ Cllr Ewa Gluza (Chairman)

Blackbird Leys Parish Council Events Committee

Minutes of the Council Meeting held on Tuesday, 17th October 2022, at 7.00 pm held a Blackbird Leys Community Centre

Members Present Parish Councillors: Ewa Gluza (Chairman), David Newman, Kieran Watson and Anthony Church.

Members of the public None

Apologies None

EC015/22 Declarations of Interest & Applications for Dispensation
None

EC016/22 **Meeting Minutes**
It was RESOLVED by unanimous vote to accept the minutes of the meeting held on Tuesday 6th September 2022 as a true record.
This was proposed by Cllr Gluza and seconded by Cllr Church

EC017/22 **Christmas Event**

1. It was RESOLVED by unanimous vote to hold a **Meet Santa** event.
Proposed by Cllr Gluza, seconded by Cllr Newman
2. It was RESOLVED by unanimous vote to hold this event on the following dates:
 1. Thursday 8th December from 6pm to 8pm
 2. Friday 9th December from 6pm to 8pm
 3. Saturday 10th December from 4pm to 7pmProposed by Cllr Church, seconded by Cllr Watson
3. It was RESOLVED by unanimous vote to charge £1 per child and to give each child a present for £1.
Proposed by Cllr Gluza, seconded by Cllr Church.
4. It was RESOLVED by unanimous vote to use Eventbrite to manage the number of children on each day.
Proposed by Cllr Gluza, seconded by Cllr Newman.

EC018/22 **Finance**

It was RESOLVED by unanimous vote, proposed by Cllr Gluza, seconded by Cllr Church, to:

1. purchase pre-wrapped presents at an average price of £1.68/presen,

2. purchase 400 presents for 4 different age groups at a cost of 4 x £168 - £672,
3. allocate £50 of fuel for the snow machine,
4. allocate £50 for Santa's chair,
5. allocate £350 for room hire,
6. allocate £60 to print leaflets,
7. allocate £18 for sundry items such as cleaning products and hand get,
8. request a budget of £1,200 from the full council.

EC019/22

Event particulars

Councillors approved by unanimous vote, proposed by Cllr Gluza and seconded by Cllr Church, the following event particulars.

1. To add the logos of all involved groups to the promotional material, with a note that the event has been 'supported by' them.
2. Councillors approved the following events schedule.
 1. 1.5 hour set up time for the grotto, craft and games (dependant on the no. of volunteers).
 2. 2 hours on Thursday and Friday and 3 hours on Saturday of Meet Santa with craft, games, a possible storytelling workshop, DIV face painting and snow at the end (outdoors).
 3. 1 hour cleaning up.
3. 10 volunteers are needed for the following:
 1. 2 people on entry to check and sell tickets to meet Santa.
 2. 1-2 Santa helpers.
 3. 2-3 making tea and coffee
 4. 1-2 photographers.
 5. 2 for crafts.
 6. 1 for DIY face painting.
 7. 2-3 for games.

EC020/22

Other events

We are not aware of any other events in the Leys in 2022. But the setting of King Charles III coronation date affects the Leys Fete.

It was **NOTED** that will committee will recommend to the full council that we move the Leys Fete from 6 May 2023 to 1 May 2023.

SIGNED: _____ Cllr Ewa Gluza Chairman

BLACKBIRD LEYS PARISH COUNCIL EVENTS COMMITTEE MINUTES

Minutes of the Council Meeting held on Tuesday 21st February 2023, at 7 pm held a Blackbird Leys Community Centre

MEMBERS PRESENT: Parish Councillors: Ewa Gluza (Chairman), David Newman, and Imade Edosomwan

MEM. OF THE PUBLIC: None

APOLOGIES: None

EC004/23 **Declarations of Interest & Applications for Dispensation**
None

EC005/23 **Minutes of previous meeting**

It was **RESOLVED** by unanimous vote to confirm the minutes of the Events Committee meeting held Tuesday 31st January 2023.

EC006/23 **To discuss and agree a checklist for**

1. Cost of living event on 25th February 2023. It was noted that the Glow Hall had been booked, we would need 10 tables set out with names of organisations on the tables.
2. It was noted that Cllr Newman would be responsible for organising the event.
3. Leys Fete. It was noted that Cllr Gluza would contact stall holders, suppliers and others to remind them of the new date.
4. It was **RESOLVED** by unanimous vote to confirm the new date for the Leys Fete will be 1st May 2023.
5. It was noted that an application has been made to Oxford City Council for a grant to support running events. 4 events/year including the Leys Fete and a youth event in September or October.
- 6, Volunteers. It was noted that 10 volunteers from the Oxford Polish Association have offered to help at the Leys Fete. We need 25-30 in total.
7. Media promotion opportunities. It was noted that promotion can start after 11 March. Places to promote include Oxford Bus, Jack FM (£250), Facebook stories and email to schools.
8. Action plan for Leys Fete. To be prepared after Cllr Gluza's return.

The meeting ended at 7.45 p.m.

SIGNED: _____ Cllr Ewa Gluza (Chairman)