

Blackbird Leys Parish Council

Events Committee

Minutes of the Council Meeting held on Tuesday, 17th October 2022, at 7.00 pm held at 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/present,
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 gel,
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.