

Minutes of the Extraordinary Meeting held on Wednesday, 28th July 2021
In the Main Hall, Northway Community Hub, Northway, commencing at approx 7:00 p.m.

Present: Cllr J Roberts (Chairman) Cllr C Blackmore
Cllr M Barnes Cllr P Godwin
Cllr E MacTiernan Cllr E Phennah (until Min Ref: C/209/21)
Cllr G Shelton Cllr S Terry
Cllr T Treacy

In Attendance: Ms T Fowler, Northway Youth Club/Passion Academy Dance (until Min Ref: C/209/21)
Mrs C Woodward, Clerk of the Council
Mrs L Stewart

C/207/21 **Apologies for Absence**

Cllrs Ward and Mackenzie had tendered their apologies. No further apologies for absence had been received.

C/208/21 **Declarations of Interest**

No declarations of interest were made as required by the Code of Conduct adopted by the Parish Council on 11th July 2012 (Minute Ref C/159/12), including paragraph 12(2).

C/209/21 **Northway Fete**

- i. **Update** – Ms Fowler provided an update on the fete and gave details of what was booked to attend, including food vans, fairground rides, various stalls, organisations and local groups. Ms Fowler also provided Members with a draft layout of where everything would be sited, it was noted that there would not be anything on the pitches (except chairs) to avoid damaging the ground.

Members asked that stall holders should not be permitted to drive cars on the pitches but, instead, only around the outside. Ms Fowler confirmed that there would be signage in place directing people where to drive. Unfortunately, it was not practical to have a martial in place all day so it could not be guaranteed that people would refrain from driving on the pitches, however those running the event would endeavour to prevent it.

Ms Fowler was still awaiting confirmation of attendance from some of the stall holders but she hoped to have everything finalised by Sunday.

The event was due to start at 12noon and so stall holders were being told to come from 11am, however, if they needed to be in place earlier than this, they could contact her directly. The fair ground rides would likely need early access to the field to set up.

- ii. **Risk Assessment / PLI** – Members had already been sent a copy of the Risk Assessment relating to the fete. Members went through each section of the assessment and Cllr Blackmore explained that any high-risk providers would be responsible for providing their own Risk Assessment, general stall holders would be forwarded a copy of the general Risk Assessment to comply with.

Cllr MacTiernan enquired where Ms Fowler had found three first aiders, Ms Fowler explained that she, along with a friend and a colleague were all first aid trained and so would be on site throughout the day.

Cllr Blackmore explained that arranging for food to be cooked by volunteers was too high a risk and so it was arranged for professional firms, with their own PLI in place, to be responsible for this.

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C/209/21 **Northway Fete** (continued)

Cllr Blackmore also mentioned the possible unsuccess of the fete (with regard to numbers or money raised) was not in the assessment as a risk as it was not the first objective this year, it would be considered an event to build upon in following years.

It was noted that the Risk Assessment referred to the Changing Room toilets being used, however, Ms Fowler said that she had not yet confirmed this with the Football Club. The Clerk mentioned that, when the Parish Council had arranged use of the Changing Room toilets for youth work in the past, it had been on the basis that the building was not left open, and the visits were overseen (to reduce risk of damage or theft to equipment).

Cllr Terry recalled that the lease associated with the Village Hall specified use of the toilets being permitted for the fete and Members asked Ms Fowler whether this might be a more suitable option. This was considered, however there were concerns regarding equipment being left vulnerable and also the Town Band had been promised free refreshments and use of the Hall in exchange for playing at the event. It was left that Ms Fowler would speak to the Football Club and, hopefully, work something out regarding toilets by Sunday.

Cllr Ward had emailed to point out that the Risk Assessment did not name any person as being responsible for actions (i.e ensuring stall holders were compliant), nor did it give a name of the owner of the event or state completed by Ms Fowler. Cllr Blackmore explained that the Risk Assessment was a living document, the checklist included in the Risk Assessment stated actions that Ms Fowler was accountable for, and these would be completed by the following Sunday.

Ms Fowler explained that she had yet to purchase PLI (public liability insurance) as she wanted to wait until the Council had approved all other details relating to the fete first. Cllr Roberts explained that decisions made by the Council would be based on receipt of the PLI information and he asked that it be sent to the Office by Friday 30th July 2021.

Cllr Blackmore explained that the professional stall holders, fairground rides and food companies would have their own insurance cover so £1million PLI would be sufficient. Cllr Roberts recommended obtaining £5million as, should anything go wrong, £1million would disappear very quickly. Cllr MacTiernan recalled that NCV used to get £2million cover and Cllr Roberts confirmed that he would be happy with this, although ultimately it was up to Ms Fowler. Cllr Roberts also recommended, if going for a lower amount, that all professional stall holder/company policies were checked as, if lapsed, costs would have to come out of the main event cover.

Cllr Roberts PROPOSED, on the basis that the toilet situation was resolved and PLI information received by Friday, Ms Fowler should be permitted to proceed with organising the fete.

FOR: UNANIMOUS

7:30pm – Cllr Phennah and Ms Fowler left the meeting.

iii. **Other Matters** – Members considered further details relating to the Parish Council's stall at the fete:

- Cllr Ward's offer to organise Guess How Many Balloons (in the car) and a cash prize had been accepted.
- Cllr Blackmore had ordered a dog soft toy as a prize for whoever correctly guessed its name.
- Display boards and gazebo would hopefully be available, and Cllr Roberts offered to transport these to the Playing Field on the day of the fete.
- Tables and chairs would be required. It was suggested that the Youth Club Trustees should be asked to permit the Council use of the old ones in the Village Hall. If permitted, Cllr Roberts offered to carry these to the Council's spot.
- The height restrictor would likely need to be unlocked for the fairground rides to gain access. Cllr Roberts suggested that, if he was given details of time, he might be able to transport the key as/when necessary.
- A list of suggested talking points that could be used by Members to engage with the public should be available on the day along with some simple feedback forms.

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C/209/21 **Northway Fete** (continued)

- Some Members did not yet have Council lanyards/name tags, it was AGREED that this should be arranged (Cllrs Blackmore, Treacy, Barnes and Cllr Roberts' needed updating).
- Ms Fowler should be asked to amend her posters to make clear that it was not a NCV run fete, as in the past, and funds would be raised towards different things to usual.
- Members were unsure whether a licence was needed in relation to playing of live music. Cllr Blackmore offered to double check this.

As there was no other business the meeting concluded at 7:50 p.m.