



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

**MINUTES of the meeting of the Events Committee of Ketley Parish Council held on Tuesday 30 January 2018 at Ketley Community Centre commencing at 6:00pm**

**PRESENT:**

Councillor Joy Francis  
Councillor Sam Millward-Thomas

Councillor Maggie Evans

**Acting Clerk:** Emma Atwell

**E18/001 ELECTION OF CHAIRMAN**

Cllr Francis put herself forward, was proposed by Cllr Millward-Thomas and seconded by Cllr Evans. **RESOLVED that Cllr Joy Francis duly elected as Chairman of the Events Committee.**

**E18/002 APOLOGIES FOR ABSENCE**

Cllr Hilda Rhodes

**E18/003 DECLARATIONS OF PECUNIARY INTERESTS**

None declared

**E18/004 TERMS OF REFERENCE**

Following discussion it was agreed that the purpose of the Committee is to ensure that Ketley Parish Council have a formalised process for focusing on community events and allocating the budget, currently £2,500 per annum, for engaging with local residents through a range of activities. The Committee will also seek other funding streams to expand future community events and will oversee the Ketley Parish newsletter. The Committee discussed frequency of meetings and unanimously agreed to meet bi-monthly. **RESOLVED that the Events Committee would meet bi-monthly.**

**E18/005 COMMUNITY EVENTS**

The Acting Clerk presented a proposal for consideration of suggested events to take place during 2018 based on feedback received in 2017. Members discussed the proposal at length.

(a) EASTER

It was noted that Easter falls early this year and it was therefore agreed that an Easter event, traditionally held midweek, should take place on Saturday 31 March from 10am – 2pm. **RESOLVED that the Easter event would be held on Saturday 31 March 2018**

(b) SUMMER

The Committee discussed an event to be held in the Summer and provisionally agreed Sunday 12 August for 'Ketley Summer Fun Day'. Dates to be checked with Telford 50 events and other activities to ensure no clashes. It was suggested that the event included a 'Quiz or Hunt' around Ketley based on heritage that families

could take part in and there would be a prize for each completed entry. This event could also incorporate the launch of the mural being designed by Arty Party which will feature on part of the back wall of the Centre.

**RESOLVED the following actions:**

- i) **Acting Clerk to review dates of Telford 50 planned events**
- ii) **Acting Clerk to contact Arty Party to confirm plans for wall mural**
- iii) **Cllr Evans to discuss heritage hunt/quiz with Ketley History Group**

**(c) CHRISTMAS**

Members of the Committee had an initial discussion about Christmas recognising the importance of getting provisional dates in the diary where other groups are to be invited citing Meadows Primary School. It was suggested that the 'Christmas Lights Switch On' take place between Friday 7 – Sunday 9 December and the decision on the day of the week be made after feedback is received on the Easter and Summer events. **RESOLVED that the Acting Clerk notify Meadows Primary School of provisional dates.**

**E18/006**

**EASTER**

Ideas for activities were discussed and it was agreed to continue holding the Easter Egg Hunt on Paddock Mound although Cllr Evans did express concern about the numbers of the Friends of Ketley Paddock Mound who might be available to support the event on a Saturday. One Easter egg to contain a special prize for Oakengates Theatre. Members also wanted to include face painting, arts & crafts such as Easter card or bonnet making, a visit from the Animal Man at the Exotic Zoo and refreshments – tea, coffee, squash and hot cross buns. A programme of activities is to be published in the newsletter and staggered entry to the Egg Hunt to be encouraged.

**RESOLVED the following actions:**

- i) **Acting Clerk to produce a draft programme of activities**
- ii) **Cllr Millward-Thomas to contact the Exotic Zoo for availability**
- iii) **Cllr Francis to organise face painting**
- iv) **Cllr Evans to seek support from FoKPM with Egg Hunt**
- v) **Cllr Rhodes to approach Oakengates Theatre for voucher tickets**
- vi) **Acting Clerk to contact local supermarkets for Easter eggs**
- vii) **Acting Clerk to contact Centre Users for support with activity workshops**
- viii) **Acting Clerk to collate list of names for support on the day**
- ix) **Acting Clerk to organise refreshments**
- x) **Acting Clerk to produce register and 'letters' for Egg Hunt**
- xi) **Acting Clerk to purchase any necessary materials/sundries for the event**

**E18/007**

**NEWSLETTER**

The Acting Clerk presented the front cover of the March newsletter to members for review. The format will remain the same but colourations will vary between issue with the Spring edition being predominately yellow. Based on feedback from the Christmas edition which had been positive, the Acting Clerk reported that the title will be Ketley Parish News and the Easter event will feature on the front cover. Cllr Evans requested that there be a regular slot in every newsletter on Paddock Mound and noted that the church is marking 180 years. The Acting Clerk advised that the Council is limited at present to four A4 pages and the Committee would like to consider including a 'pull out and keep' information sheet in the Summer edition.

**E18/008**

**ANY OTHER BUSINESS**

**(a) POTENTIAL FUNDING STREAMS**

Cllr S Millward-Thomas suggested that the Committee could tap into other funding streams to support community events including Veolia, Telford & Wrekin Council, AGA and the Shropshire Star who have recently launched 'Cash for the Community'

again this year. It was noted that funding is often for a specific project and must be match funded. **RESOLVED that the Acting Clerk to contact the Shropshire Star to ascertain if Ketley Parish Council qualifies for entering this scheme.**

(b) MARKING THE END OF THE FIRST WORLD WAR CENTENARY  
Cllr S Millward-Thomas advised that Meadows Primary School were looking to hold an event to mark the end of the WW1 centenary and that Ketley Parish Council could link in with this. A service in St Mary's church was discussed and use of war poetry. **RESOLVED that the Acting Clerk to contact Karen Teal at Meadows Primary School to discuss the event further.**

**E18/009 AGENDA ITEMS FOR NEXT MEETING**

To finalise the plans for the Easter event and discuss Summer in more detail.

**E18/010 DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 6 March at 6:00pm

The meeting ended at 6:55pm

Signed: .....  
Chairman of Ketley Parish Council Events Committee

Date: 6 March 2018

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