

# Creech PARTY IN THE PARK

## Meeting Notes & Actions 18 January 2023 @ 7pm

Present – Adrian Birch (AB) – Chair, Corrine Giles (CG), David Griffin (DG), Bev Janes (BJ), Jo Morrison (JR), Paul Tucker (PT), Colin Verdon Hodges (CVH) & Clare Sampson (CS)  
Apologies – Nigel & Steve Greenhalgh

### 2023 Event Timetable

8 May            Coronation screening - Parish Council (PC) collaboration  
8 / 15 July      Evening community Party in the Park (TBC)  
September      Flowerpot man competition  
Nov/Dec        Christmas crafting

### Actions

DG/PT Feedback to PC, PIP response to Clerks email of 5 Oct 2022

AB      Feedback PIP's involvement in Coronation event to PC Chair &

BJ      Discuss school participation - Coronation Make a Crown competition

CG      Explore Flowerpot competition sponsorship/support from Monkton Elm Garden Centre

JM/CG Book Christmas crafters & book Village Hall

PIP 8/15 Evening event check availability / costs –

CG      Bands (Dr Bob, BJ contact, Charlie's band/contacts & others)

TBC      Lights/sound

AB      Security

CS      Toilets, rentals & waste disposal

PT      Stage

SG      Bar including Chiller van (Steve wasn't present but to be asked)

JM      H&S (agreed to help update the paperwork if/when required)

PR/Socials

Ticketing

DG      Cashless payments

## 1. Party in the Park Constitution / Parish Council (PC)

See appended email (5 Oct 2022)

1 'General PIP fund' – Agreed

2 £5,000 event buffer – Needs to be a buffer but £5k is not enough and no need to segregate and the PIP committee commit to retaining enough in the General PIP fund as a buffer

3 General PIP fund for community benefit – Agreed will be used to fund community events / donations, to be proposed by PIP and ratified by the PC

4 PIP fund balance after 3 years reviewed by PC - This is not workable as events/donations will add to and draw from the fund. Instead suggested wording 'After a period of inactivity of 3 years or if the PIP group disbands a decision regarding the funds may be taken by the PC.'

*Note – Exceptional events such as Covid outside of the PIP groups control should not be considered as 'inactivity'*

An agreement with the PC useful to share Rec Park venue, insurance and VAT

Alternative approach would be to move to a 'Community Interest Fund'

Action - DG & PT to feedback to PC, PIP response to Clerks email of 5 Oct 2022

## 2. Update on financial position

Balance at 31 March 22	£19,756
Less Cream Tea July 2022	<u>£ 333</u>
Balance held by PC	£19,423

## 3. Event ideas

### Coronation Screening at Park collaboration with PC (AB)

Event funded by PC, subject to feasibility of screen/screening permission which PC/DG are investigating

Agreed to –

- Fund Cream teas (coffee/tea, scones & cake)
- Bouncy Castles
- Run 'Make a Crown competition'
- Assist with PR/Marketing

Action – AB Feedback PIP's interest to PC Chair & BJ discuss school participation - Coronation Make a Crown competition

### Flowerpot Man Competition (CG)

Agreed we run a competition in September to make a man out of recycled objects such as flowerpots for display outside houses in the Parish

Prizes £50, £30, £20

Action – CG explore Flowerpot competition sponsorship/support from Monkton Elm Garden Centre

#### Christmas crafting (CG)

Agreed to run a pre-Xmas 'speed' crafting event, where multiple crafters run stations where attendees can try out various crafts

Ticketed @ £5 p/head (to include Wine and Cheese & crafting)

Action – JM/CG book Christmas crafters & book Village Hall

#### Party in the Park (CS)

At this stage research feasibility only –

Band availability and general availability of services / gather potential costs for what is needed to run an evening family oriented, community-based event on either 8/15 July.

Agreed this event could be subsidised with PIP funds

Action –

CB	Bands (Dr Bob, BJ contact, Charlie's band/contacts & others)
TBC	Lights/sound
AB	Security
CS	Toilets, rentals & waste disposal
PT	Stage
SG	Bar including Chiller van (Steve wasn't present but would be asked)
JM	H&S (agreed to help update the paperwork if/when required)
	PR/Socials
	Ticketing
DG	Cashless payments

#### 4. AOB

Agreed to purchase 2 x Gazebos and guttering @ £400 each + any reasonable price inflation

#### 5. Date of next meeting

9 February 2023

Appended email

*From – Andrew Williams (PC Clerk / RFO)*

*To – Adrian Birch, David Griffon, Clare Sampson*

*In a bid to move this forward, I think it might be helpful to take a slightly different approach to the issue. As both David and I have made clear, there is a genuine desire to work with the members of the PiP group to ensure that there is transparency around the finances and that you are collectively able to lead on any plans to spend the funds that are retained. Over the past weeks, we have heard from a number of people involved with and associated with PiP, all of whom have stated that there is a very limited appetite to run another large scale event under the PiP banner. If this is the case and it would be really helpful to get a definitive statement on this from the PiP group, then I would suggest that we could move ahead in the following way.*

- 1. The existing funds will continue to be identified within the Parish Council's financial records as a "General PiP Fund".*
- 2. £5,000.00 of the General Pip Fund will be notionally "ring-fenced" to support a future larger scale event. This will be reviewed each year and a case made to retain the funds under this heading or move them back in to a more general PiP fund. This will need to be approved by a majority of the Parish Council following a recommendation by the PiP group.*
- 3. The remaining funds within the General Fund will be used as the PiP group see fit, for the benefit of the community. Again, expenditure will need to be approved by a majority of the Parish Council following a recommendation by the PiP group.*
- 4. After a period of three years, should funds remain within the General PiP Fund, a decision will be taken by the Parish Council either to retain the General PiP Fund (for the reason of continuing community support) or to move the remaining funds to general parish council reserves. This will of course be subject to a transparent decision-making process with a majority vote needed by council. The same process will need to be applied to any assets that are associated with the PiP group.*

*This final point is important because we cannot allow funds to sit within council reserves without purpose. Members of the community can reasonably question why the Parish Council is sitting on funds and assets that could be used for the benefit of the Parish and we would have to justify this position. If this is reviewed regularly, then we all have the ability to justify the reasoning behind any decision to retain funds and assets.*

*This approach would also mean that the PiP group can continue to operate as it has and avoids the need for a more formal structure to the group.*