



Shaw & Crompton Parish Council

Council Offices, 1 Kershaw Street East, Shaw, Oldham OL2 8AB

Tel: 01706 847590 Mob: 07926 186652 e-mail: clerk.shawcrompc@btconnect.com

NOTICE OF MEETING

There will be a meeting of the **EVENTS, PROMOTIONS & GRANTS COMMITTEE**

to be held via the Zoom platform

on

Tuesday 19 January 2021

commencing at 7:00pm

when the business set out in the following agenda will be transacted

Meeting quorum is 3

**Members of the public are welcome to attend
for the whole or part of the proceedings**

Committee membership: Councillors Beeston (Chair), Hamblett (Vice-Chair), Baker, Berry, Bland and Rowlinson.

Date : 14 January 2021

Tony Hilton

Clerk to the Council

Please ensure that your mobile phone is switched to silent
or is switched off completely during the meeting

AGENDA

- 1 To receive any **apologies** for absence.
- 2 To receive **declarations of interest** in any contract or matter to be discussed.
- 3 To approve as a correct record the **Minutes** of the meeting held on 10 November 2020.
- 4 **Public Participation**
In accordance with Standing Order
 - **3 (f)** Unless directed by the Chair of the meeting, a period not exceeding 15 minutes is set aside to listen to matters raised by members of the public ***in respect of business on the agenda*** and
 - **3 (g)** A member of the public shall not speak for more than 5 minutes.
- 5 **Grants and Donations**
To consider the attached grant applications – to follow
- 6 **Financial report for the period 1 April – 31 December 2020**
To approve the attached report.

- 7 **2021/22 Budget**
To review the attached proposed 2021/22 budget.
- 8 **2019 – 23 Business Plan**
To review the attached Business Plan priorities and agree further action .
- 9 **Lancashire Day proclamation - 27 November 2020**
To receive feedback from this event.
- 10 **Chairman's Events in 2020/21**
To receive an update from the Council Chairman regarding future fundraising events and agree further action .
- 11 **Website and other promotional opportunities**
To review website content and consider Parish Council news reporting, such as, but not limited to, a Parish Council newsletter/bulletin.
- 12 **Town Crier**
To receive an update from the Committee Chair in relation to the Town Crier and agree further action .
- 13 **Dates of Future Meetings**
Tuesday at 7:00pm 9 March 2021

SHAW & CROMPTON PARISH COUNCIL
Events, Promotions & Grants Committee

Minutes of the remote meeting held on the 10 November 2020 via the Zoom platform

Present: Councillors Bacon, Beeston, Berry and Hamblett.

Councillor Beeston in the Chair.

Also in attendance : The Clerk and Councillor Ali (non -Committee member)

The meeting started at 7:00pm

1. **Apologies for absence:** Councillor Bland.
2. **Declarations of Interest:** None received.
3. **Minutes :** The minutes of the meeting held on the 8 September 2020 were approved as a correct record.
4. **Public Participation:** As there were no members of the public present, the meeting proceeded to the next item without the need for an adjournment.
5. **Grants and Donations**
Having considered 3 grant applications, which had been circulated with the meeting papers, Committee agreed to approve the following awards –
Crompton Bowling Club £500
Crompton Cricket Club £400
Royal British Legion (Shaw) £500

This now leaves a balance on the Grants budget for the remainder of the financial year of £2,600.
6. **Financial report for the period 1 April – 31 October 2020**
The financial report for the period which had been circulated with the meeting papers was approved.
7. **2021/22 Budget**
Having considered its priorities for the next financial year, Committee agreed to recommend to Council for approval the following draft 2021/22 annual budget:-

EVENTS

Family Fun Weekend/Vehicle Rally £11,500
Charity Markets £300
Wren's Nest Christmas Tree (lights switch on) £400
Civic service/reception £850
Additional events £ 5,000
sub-total £18,050

PROMOTIONS & COMMUNICATIONS

Marketing and Information £750
Banners and Signs £150
Website £450
sub-total £1,350

GRANTS £1,500

Total draft 2021/22 budget to be recommended : £20,900

8. Wren's Nest Christmas Tree lights switch on

Committee agreed that the Clerk make the necessary arrangements for a remote lights switch-on as per last year.

9. Chairman's events 2020/21

Councillor Berry reported that he has provisionally arranged a charity fundraising musical show at Downey House (St Paul's Parish Centre, Church Street, Royton) in February 2021– further details to follow. Councillors Beeston and Hamblett kindly offered their assistance and support to Councillor Berry regarding the event.

10. Website and other promotional opportunities

Having reviewed the current status of the Parish Council website, along with proposals for additional promotional/marketing information, it was agreed that

- (i) Councillor Beeston liaises with other Committee Chairs to identify appropriate news items to include in a new Parish Council newsletter to be published on the website;
- (ii) Councillors Beeston, Hamblett and the Clerk agree the appearance and content of the newsletter;
- (iii) Councillors Beeston, Hamblett and the Clerk develop proposals for additional website content (to include but not limited to an interactive map).

11. Town Crier

Councillor Beeston informed Committee

- (i) that he had spoken to the Town Crier, who agreed to provide him with monthly updates on his Town Crier activities, which will be passed on to the Clerk for inclusion on the dedicated website page;

(ii) that the Town Crier is available to deliver the proclamation on Lancashire Day (Friday 27 November). However confirmation of precisely what time the Town Crier (TC) can deliver the proclamation will only be known on the morning of the 27th November whereby the TC will contact Councillor Beeston who in turn will notify the Parish Council Chair, Councillor Berry in order that he can attend. If Councillor Berry is unavailable, the Vice-Chair, Councillor Hamblett will deputise.

12. Dates of Future Meetings

Tuesday at 7:00pm on 19 January, 9 March 2021.

The Chair thanked everyone for their attendance and closed the meeting at 9:05pm

Public Participation

THIS PAGE IS LEFT INTENTIONALLY BLANK

Grant applications – summary

	Applicant	Amount of grant requested	Reason for grant

Financial position as at 14 January 2021

2020/21 Grants budget	Actual to date	Outstanding commitments	Outturn Projection	Balance
£	£	£	£	£
4,000	1,400	2,600	4,000	0

Financial report for the period 1 April – 31 December 2020					
EXPENDITURE	Budget	Actual to date	Outstanding Commitments	Outturn Projection	Balance
	£	£	£	£	£
Events					
Family Fun Weekend/Vehicle Rally	Due to the COVID-19 pandemic, it was agreed to cancel all this Committee's 2020/21 events as listed and to vire the £9,000 Events budget to the Environment Committee <i>See Note 2</i>				
Lancashire Day					
Wren's Nest Christmas tree					
Civic Service/Reception					
Charity Markets					
Promotions and communications					
Parish Magazine	0	0	0	0	0
Marketing and information	700	0	0	700	0
Banners and signs	100	0	0	100	0
Website	400	0	0	400	0
<i>Total Web Development (TWD):-</i>					
website accessibility compliance work		400			
annual website hosting fee		100			
<i>123 Reg:-</i>					
annual domain registration fee		23			
sub-total	1,200	523	677	1,200	0
Grants	4,000 <i>See Note 1</i>	1,400	2,600	4,000	0
Total Events, Promotions & Grants	5,200	1,923	3,277	5,200	0

Note 1 – At the Council meeting on the 28 July 2020, it was agreed to amend the Grants and Donations Policy for the remainder of this financial year, whereby the grant award limit increased from £250 to £500. Therefore, the new Grants budget has increased from the original £2,000 to £4,000 and the original Family Fun Weekend/Vehicle Rally budget has decreased by £2,000 from £11,000 to £9,000 as a result.

Note 2 – Approved by the Resources Committee on 15/29 September – minute 8

2021/22 Budget

	Budget
	£
Events	
Family Fun Weekend/Vehicle Rally	11,500
Wren's Nest Christmas tree	400
Civic Service/Reception	850
Charity Markets	300
Additional events (tbc)	5,000
sub-total	18,050
Promotions and communications	
Marketing and information	750
Banners and signs	150
Website	450
sub-total	1,350
Grants	1,500
Total Events, Promotions & Grants	20,900

Business Plan 2019 – 23 : Actions assigned to the Events, Promotions & Grants Committee

Priority - Community Engagement and Support		
Action	Lead Body	Timescale
2. Increase volunteering opportunities throughout the town	Events, Promotions & Grants Committee	Throughout the lifetime of the plan
3. Develop a programme of initiatives targeting all neighbourhoods and age groups	Events, Promotions & Grants Committee	Throughout the lifetime of the plan
4. Develop a Communication Strategy to keep residents informed about the work of the Council to include social media, website and print media	Events, Promotions & Grants Committee	By March 2021
5. To enhance the annual Family Fun Weekend/Vehicle Rally and improve the offer and attendance each year	Events, Promotions & Grants Committee	Throughout the lifetime of the plan
6. To establish and maintain other festivals and events throughout the town which reflect the demands of residents	Events, Promotions & Grants Committee	Throughout the lifetime of the plan
7. To adopt a grant award and donation policy	Events, Promotions & Grants Committee	December 2019
8. To support and grow local businesses and encourage the local business network	Events, Promotions & Grants Committee	Throughout the lifetime of the plan

Priority - Health and Wellbeing		
Action	Lead Body	Timescale
3. To promote 'Social Prescribing'	Events, Promotions & Grants Committee	TBA

9. Lancashire Day proclamation 27 November 2020

To receive feedback from this event.

10. Chairman's Events in 2020/21

To receive an update from the Council Chairman regarding future fundraising events and agree further action.

11. Website and other promotional opportunities

To review website content and consider Parish Council news reporting, such as, but not limited to, a Parish Council newsletter/bulletin.

12. Town Crier

To receive an update from the Committee Chair in relation to the Town Crier and agree further action.

There are no attached reports for these items, therefore

THIS PAGE IS LEFT INTENTIONALLY BLANK