

# OLNEY TOWN COUNCIL



## **Minutes of Dickens of a Christmas Committee held at The Olney Centre on Monday 19 July 2021 at 7:00pm**

**Present:** Cllrs Bethune, Brock, Geach, Varley, Whitworth, Colin Dooley, Harry Brown

**In attendance:** Sarah Kennedy, Deputy Town Clerk

### **DoaC21/01 Election of Chairman**

Cllr Geach asked for volunteers for Chairman, Cllr Bethune came forward and this was seconded by Cllr Geach.

**Resolved:** that Cllr Bethune is Chair of Dickens of a Christmas Committee

### **DoaC21/02 Apologies for absence**

**Resolved:** Apologies had been received from Cllrs Brown, Cllr Ward, Neale Bowdidge and Graham Daniels

### **DoaC21/03 Declarations of Interest**

**Resolved:** None declared

### **DoaC21/04 To review the Terms of Reference for the Committee**

Cllr Bethune read out the Terms of Reference. Cllr Varley proposed that we accepted the Terms of Reference, Cllr Geach seconded the proposal.

**Resolved:** that the Terms of Reference were accepted.

### **DoaC21/05 Viability of the event**

After discussion it was concluded that the committee plan for the event with the understanding that it may be cancelled at short notice depending on Government regulations regarding Covid at the time.

**Resolved:** that the event go ahead on 5<sup>th</sup> December 2021

### **DoaC21/06 Additional considerations**

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**Covid** - The Deputy Clerk advised there should be a Covid clause in the Application form in case of cancellation at the last minute.

**Staffing and volunteers** - the event would be staffed by councillors and volunteers

**Budget** - Cllr Bethune said we hoped to cover the cost from the rent from the stall holders and it was an event for the town and a not for profit making event.

**Road Closures** - Cllr Geach said we require more road closure signs.

**Cones and parking restrictions** - Cllr Geach said to ensure yellow lines restrictions were enforced. Cllr Bethune advised cones can be obtained from MK.

**Stall arrangements** - Deputy Town Clerk suggested we had more tick boxes on the application form for ease of use for both applicants and for office administration. Pricing for the stalls to be kept as previous year.

**Entertainment arrangements** - the committee agreed they would look into this

**Advertising / Publicity** - to be confirmed

**Car Parking / Park and Ride** - it was agreed that a committee member would speak to Souls.

**First Aid arrangements** - Deputy Clerk advised we hold the details of those used in previous event.

**Resolved:** Noted

Next meeting to be held Monday 20<sup>th</sup> September 2021

The meeting finished at 7:32pm