



PUBLIC NOTICE

Minutes of the Grosvenor Centre & Events Committee meeting held at on 17th September 2024 at 7.30pm in the Parish Office.

Present: Cllr Gregory (in the Chair), Cllr Nicholls, Cllr Simkin, Cllr Mills, Cllr Haycock, Cllr Pearson, Cllr Ingram and Jayne Cooper (Chief Officer) and Michelle Farmer (CSO)

Public Open Forum - five minutes maximum.

No members of the public attended.

1. To receive apologies and record absences.

Apologies received from Cllr Booth and Jordan Archer.

2. To record any Declarations of Interest.

Cllr Simkin declared an interest as her mother is an employee of the Parish Council.

Cllr Haycock declared an interest as he owns an event listing website

3. To receive and confirm the minutes of the last meeting held on 22nd July 2024

The minutes were approved as a true and accurate record.

4. Matters arising

- Hatching in the Chair store is outstanding. Cllrs Gregory and Payne to action.
- Modifications to the AV cabinet is outstanding. Handyman to meet with J Archer
- CFest 2025 dates had been confirmed by organisers as 18th -20th July.

5. To discuss plans for the Christmas Lights Event 2025

A lengthy discussion was held to confirm arrangements for the Christmas lights.

- The CSO and Chief Officer would be meeting with business owner on the High Street to discuss illuminating the street. It was agreed the Parish Council would fund the purchase of artificial trees with brackets for each business owner who wished to be involved. Businesses would be asked to fund the lights that would be purchased by the Parish Council to ensure uniformity. Gnosall Fire Crew to be asked to assist with fitting the brackets and trees.
- A suitable tree had been offered from a resident which would need removing from her garden. JWH Ground Maintenance to be asked to assist. A larger tree to be purchased for Royal Oak, a 15ft tree for Moreton and Norbury Park to be asked if they would donate a tree for Knightley Church.
- Cllr Haycock agreed to arrange publicity including social media and a dedicated Christmas website as well as the sale of event tickets using the QR coding system. Publicity to commence on Monday 4th November.
- Cllr Pearson offered to help with keeping batteries charged throughout the Christmas period.
- Arrangements for refreshments, a raffle and entertainment were confirmed. There had been no response from Pee Wee the children's entertainer so another may have to be contacted.
- The Council's electrician to be asked to fit a suitable light to illuminate the entrance to the Grosvenor Centre and electricity supply at the Royal Oak to determine if more lights can be displayed on a tree.

- Gnosall First Responders to be asked to attend the lights switch on.
- There would be no crafting session this year.
- A Risk Assessment would be carried out.
- Details would be shared in the November edition of GPN.

6. To discuss any Grosvenor Centre Maintenance/management matters including changes to caretaking and cleaning

a) Deep clean of the centre

Additional quotes still required. J Cooper to action.

b) Relocation of a cupboard for Gnosall Heritage Group

A cupboard had now been purchased and sited in the chair store for Heritage group.

c) Caretaking/Cleaning

A Deputy Caretaker/Cleaner, Mr J Cooke, had been appointed and had been working alongside Mrs M Hill for two weeks to understand the requirements of cleaning and caretaking. It is likely that Mrs Hill would cover the first part of the week, there would be an overlap mid-week to share cleaning duties and Mr Cooke would cover the second part of the week. This arrangement would be reviewed in 2 months.

7. To discuss any DPS Matters

There were no matters to report.

8. To agree the time and date of the next meeting

To be confirmed.