Gnosall Parish Council

(Including the wards of Moreton & Knightley)

Minutes of the Grosvenor Centre & Events Committee Meeting held on 20th May 2026 at 7.30pm in the Parish Office

Present

Cllr Gregory (in the Chair), Cllr Pearson, Cllr Booth, Cllr Parry, Cllr Baker
J Marshall Chief Officer

	Open Public Forum
	No members of the public attended
1	**To Elect a Chair and Vice Chair for the forthcoming year**
	There was one nomination for Chair. Cllr Gregory was elected unanimously. There was one nomination for Vice Chair. Cllr Pearson was elected unanimously.
2	**To Receive Apologies and Record Absences**
	Apologies received from Jordan Archer
3	**To Record any Declarations of Interest**
	None given
4	**To receive and confirm the minutes of the meeting held on the 16th February and notes of the GFEST meeting held on 27th April 2026**
	Minute number 8, second bullet point, licence spelt incorrectly. With that change, the minutes of the meeting held on 16th February 2026, were approved as a true and accurate record and signed by the Chair. The notes of the GFest Meeting held on the 27th of April were approved as a true and accurate record and signed by the Chair.
5	**To consider any matters arising from the minutes**
	Investigation into feasibility of using a mat to protect the floor in the Grosvenor Centre to allow hirers to use bouncy castles in the main hall. To be brought to the meeting in July.
6	**To review the delegated arrangements and Terms of Reference for the Committee**
	The Terms of Reference were reviewed and clarification made to the ex-officio members and number of members on the committee. With that they were agreed as appropriate and approved by the committee.
7	**To discuss any Grosvenor Centre maintenance/management matters**
	• Fire doors replacement – one quote obtained prior to meeting, further quotes to be sought and submitted at July's meeting. • Entrance matt replacement – additional quotes to be sought and submitted at July's meeting. • Baby Change table replacement – the committee resolved to purchase a new baby change table for **£131 inc. VAT.** • Door closers in Grosvenor – check to see if doors can be hooked open in Coffee Lounge.

	• Racking for store – committee resolved to purchase steel racking for the storeroom at a cost of **£42.58 inc. VAT.** • Digi lock on storeroom door – the committee resolved to install a Digi lock on the storeroom. • Entry door locking system – to be reviewed at a later date.
8	**To discuss events for 2026/27**
	• Heritage Open Day Festival – 19th September – this has been changed to the 12th of September. Old Lock-up open in the morning, Heritage event at the Grosvenor all day, Church Tower open all day, Chief Officer to check if mobile Belfry is available on new date. • Holiday craft sessions – Crafternoons, next session is in May half term with three planned for the summer holidays. • Business Hub drop-in sessions – to be reviewed at a later date.
9	**To discuss Christmas Carnival 2026**
	St. Lawrence Church would like to host their Victorian Market as part of the Christmas Carnival on Saturday the 28th of November 2026. This will be run independently of the events at the Grosvenor Centre and managed by the church but will form part of the Carnival and be advertised under the Christmas Carnival banner. Only community group and food vendor stalls at the Grosvenor.
10	**To discuss GFest 2026**
	• **Open Gardens** o 6 gardens confirmed, with a 7th pending. o Draft map created, some additional information to be included before printing. o Pre-sale tickets to be made public from the Parish Office from the 27th May. o Notice that tickets on the day are cash only, and fundraising activities are cash only. o Austin's Travels are providing the free shuttle bus service. o Risk assessments of gardens to be carried out the week prior to the event. • **GFest** o Additional events added and revised schedule presented. o Civic Service confirmed for Sunday 12th July. Chief Officer to invite dignitaries as soon as possible. o Paper plates, cups and bowls to be purchased for refreshments. o Additional give-away prizes to be purchased. o Sponsored Lock-in at the old Lock-up details being confirmed. o Local strawberries & cream to be sold at Made in Gnosall Craft Fair. o Prize Draw tickets to be sold throughout the event. • **Classical Concert** o Date confirmed as Saturday 11th July. o Programme largely complete, need to confirm solo artist.

11	**To receive the Risk Assessments**
	The External Areas Risk Assessment was conducted with some actions needing a budget to complete. To be brought to the next meeting as an agenda item. Chief Officer to confirm legalities of action with SPCA.
12	**To receive a report on bookings, income and expenditure**
	Chief Officer gave a report on the bookings in the Grosvenor, and a cost analysis of income versus expenditure. Booking revenue has increased by around 15% from last year.
13	**To agree the time and date of the next Meeting**
	Next Grosvenor & Events Meeting 1st July 2026.
	Meeting Closed
	Meeting closed 9.15pm

Signed: Cllr Gregory

Dated: 1st July 2026