

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF AN ARTS, PUBLICITY AND FUNDRAISING COMMITTEE MEETING
HELD ON WEDNESDAY 9 NOVEMBER 2016
AT THE TOWN COUNCIL OFFICE, 60 WELTON ROAD**

Present: Councillors Mrs. Brogden (Chairman), Credland, Mrs. Duckles, Mrs. Galbraith, Galbraith, Luckraft (Vice-Chairman) and Muzaffar.
Justine McMillan was also in attendance

1. **TO ACCEPT APOLOGIES FOR ABSENCE** Councillor Scaife
2. **TO ACCEPT DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**
No declarations received
3. **TO ACCEPT THE MINUTES OF THE ARTS, PUBLICITY & FUNDRAISING COMMITTEE MEETING HELD ON 14 SEPTEMBER 2016**
It was proposed by Councillor Mrs. Galbraith, seconded by Councillor Muzaffar and agreed unanimously that the minutes of the meeting held on 14 September 2016 be signed as a true and accurate record of the meeting.
4. **TO DECIDE ON MATTERS RELATING TO THE PETUARIA PRESS**
Justine presented a list of stories for inclusion in the Petuaria Press. It was suggested that an additional insert be included for the next edition to advertise the Petuaria Awards and the Art and Photography Exhibition to be held in May. Following discussion it was proposed by Councillor Credland, seconded by Councillor Muzaffar agreed unanimously to go ahead with the insert and details to be included will be forwarded to Justine.
5. **TO DECIDE ON MATTERS RELATING TO THE ART & PHOTOGRAPHY EXHIBITION 12-14 MAY 2016**
Sponsors for the event will be approached in the New Year. Details of the Exhibition to be advertised in the Petuaria Press.
6. **TO DECIDE ON MATTERS RELATING TO THE PETUARIA AWARDS CEREMONY**
The Petuaria Awards Ceremony will be held on Saturday 13th May 4.30–6.30pm. Save the Date emails have been circulated.

It was agreed unanimously that a new working group be formed to organise the event and will consist of Councillors Credland, Mrs. Duckles, Mrs. Galbraith, T. Galbraith and Scaife. The working group will report back to this Committee for necessary approvals.

Councillor Credland reported that he had contacted a local business with regard to catering and they had provided a quote, this along with other options of purchasing canapes direct from superstores was considered, however the majority preferred to support local businesses as it is a community event. It was felt that the proposal provided be discussed further with the business and it was agreed unanimously that the working group specify exactly the type of buffet required and report back to the next meeting.

Discussion took place with regard to the awards and it was agreed that an annual Shield be presented along with a trophy to keep for the winning nominee. Paperweights be presented to the runners up. The Deputy Clerk to provide further details at the next meeting.

A budget of £800 was agreed to cover all costs, however it was felt that the actual costings would fall well within this budget.

Signed as a True and Accurate Record by the Chairman Date

7. **TO DECIDE ON MATTERS RELATING TO THE CHRISTMAS TREE FESTIVAL 2017**
The tree festival will take place on 2nd December. In the light of some of the Children's Groups unable to commit to the Festival each year, it was felt the event be open to other organisations also however the Children's groups will have the first option for a tree.
In view of the changes, two awards will be presented one for the Children's section and one for the organisations section. Whoever sponsors the awards will be invited to judge the trees prior to the event opening and details of the participants will be removed whilst judging takes place.
8. **TO DECIDE ON BUDGETS FOR 2017/18**
It was proposed by Councillor Mrs. Duckles, seconded by Councillor Luckraft and agreed unanimously to set the 2017/18 budget to £4,800.
9. **TO NOTE BUDGET EXPENDITURE FOR 2016/17** – Noted.
10. **TO NOTE THE DATE OF THE NEXT MEETING** – Wednesday 11th January 2017