**BRIGSTOCK PARISH COUNCIL**

**BONFIRE NIGHT SUB-COMMITTEE**

October 9th 7.30 p.m. in the Village Hall

PRESENT: Simon Brown (SB), Margaret Smith (MS), Sally Wilks (SW) (councillors), Chris Allen (CA), Rosy Briggs (RB), Pete Burdett (PB)

1. Apologies: Steph Beckett (SB), Stephen Todd (ST),
2. Minutes of last meeting: These were agreed. It was questioned as to whether the minutes had been published on the website. SW to check.
3. Arrangements for the day.
4. Cricket Club will bring a trailer and people to help build the bonfire. The pavilion and bar to be open but not serving food.
5. SW had updated the risk assessments and had given to ST for distribution to all volunteers. Points raised from this:
6. ST’s phone number to be distributed to all volunteers.
7. Megaphone needed. PB and SW to check availability.
8. Evacuation process to be communicated to all marshalls. Evacuation is via the Meadow entrance. Access for emergency vehicles to be kept clear.
9. Notices at gates “No fireworks or sparklers”.
10. Village hall has road pins.. CA to check number.
11. Warning tape for the barriers needed – RB to get new roll.
12. hi-viz jackets needed for all marshalls – VH has them.
13. St John’s Ambulance to be chased re attending on the night. Backup list of first-aiders in case they don’t.
14. Ticket charge. It was confirmed £4 adults and £2 children in advance and £5 adults and £3 children on the night.
15. Food – VH to organise preferably to be served on the field near the pavilion but depends on number of volunteers. Help to be sought.
16. Guy Competition – Guys can be full-size or miniature. RB to advertise at school and get prizes.
17. Fireworks -1604 aim to arrive about 1.30 – 2 p.m. CA and PB to open the gates. Pavilion to be open for toilets. Fireworks to be on same site as last year. Ann has been advised.
18. Bonfire – Need to advertise for pallets. CA to seek where possible. Build from 2 p.m. on Sunday.
19. Marshalls – needed to supervise the fire and crowd. volunteers to be sought.
20. Date of follow-up meeting to be confirmed after the event.