



23rd July 2017

Dear Councillor,

You are summoned to attend the meeting of the Executive Committee to be held on Monday 3rd July 2017, in the Elm Room at the Village Hall, commencing at 7.00pm.

If you have any queries please do not hesitate to contact me.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'G. Pinder'.

G. Pinder
Clerk to the Council

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest from members
3. To consider and approve the minutes of Executive Committee held on 14th November 2016
4. To consider the provision of Christmas decorations in the Village
5. To consider the constitution for the Rocket 190 Group and funding for planned events
6. Date & Time of Next Meeting



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**RAINHILL PARISH COUNCIL
EXECUTIVE COMMITTEE – MINUTES
14th November 2016**

At a meeting of the Parish Council held at 6.00pm on Monday 14th November 2016 at Rainhill Village Hall, the following were present:

Cllrs: J. Carroll, J. De'Asha, S. Glover, B. Heydon, and D. Long.

Also present: Cllr J. Doyle and B. Wood

29. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs: B. Grunewald, and P. Long.

30. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

31. TO CONSIDER AND APPROVE THE MINUTES OF EXECUTIVE COMMITTEE HELD ON 4TH JULY 2016

It was resolved that the minutes of the Executive Committee Meeting held on the 4th July 2016 should be approved and signed by the Chair as a correct record.

32. TO CONSIDER FUNDING OF PLANTING FOR BARRIER BASKETS AND OTHER PUBLIC AREAS

It was resolved that:

The cost of relocating the telephone kiosk would be disproportionate to the benefit to be gained and should not be pursued.

Quotes should be obtained for repainting the kiosk.

Any remaining windows should be removed for consistency.

Of the options presented for consideration, only potential planting be pursued further, subject to costs.

The Clerk should contact local businesses to gauge interest in maintaining any possible future planting.

The decision be reported to the next full meeting of Parish Council and an informal visit to Whiston Hospital to view the kiosk be arranged for any member available to participate.

33. DATE AND TIME OF NEXT MEETING

The next meeting of the Executive Committee would be determined when the need arose.

The meeting closed at 6.41pm.

Chair of Rainhill Executive Committee
20th June 2017

**RAINHILL PARISH COUNCIL
EXECUTIVE COMMITTEE – JULY 2017**

4. TO CONSIDER THE PROVISION OF CHRISTMAS DECORATIONS IN THE VILLAGE

At the Parish Council meeting on 15th May 2017 it was resolved that a decision on the future provision of Christmas decorations be delegated to Executive Committee. (Minute: 910)

At that meeting the Events Officer from St.Helens Council requested that an indication of the type of decoration required and a potential budget available be provided so that a scheme could be drawn up for feasibility and costing. It was agreed that the Parish would consider its requirements and forward to St.Helens. Two brochures were provided from Blachere Illuminations and The Festive Lighting Company, (electronic link to Festive Lighting brochure – if password requested type in 'festive': https://issuu.com/panacea6/docs/2016_2017_festive_catalogue) and a link to the Blachere brochure <http://www.winterlighting.co.uk/resources.html>
Alternatively paper copies will be available at the meeting.

Advice has been received from the Events Officer on potential budget as follows:

“If the requirement is to change the decorations that are on the existing columns and add some lighting to the tree then a budget of £3k should be fine, but should you wish to add in trees and other areas of the Village (I think they mentioned the shops at Chatsworth Street) then they would be looking at needing a budget of around £8-£10k because there is a big cost for the installation works.”

An option available is to hire Christmas decorations. This is an effective way of making an impression for limited cost in the first year. Hire agreements are normally for a 3 year period, therefore the Council would need to be assured that the funding would be available in subsequent years to continue the contract. Similar to our current arrangement with St.Helens Council, hired decorations must be stored and a charge of around 10% of the project value is taken in storage charges. The same lights would be used for the 3 year period.

Following the initial 3 year period, several options would be available:

- Negotiate a similar contract with a different arrangement of lights;
- Negotiate the reuse of the same lights hired for the past 3 years, hopefully at a reduced rate;
- Buy in new decorations, our current position.

A lighting scheme for hire could be drawn up by either of the companies above and would be tailored according to budget available. Once we have an agreed scheme, we would need to consult with St.Helens Council regarding the suitability of the lamp posts to support the decorations, etc. Earlestown Town Centre hire their lighting scheme each year, however this is supported by Earlestown Traders Association.

St.Helens Council have confirmed that we have the following decorations stored with them:
Tree lights to cover 25ft tree (multi-coloured); 4 x lamp post features (white); 10 x lamp post wraps (white).

The costs incurred in 2016 were:

To supply Christmas Tree = £775 + VAT

To fit 6 sets of lights on the Christmas Tree

To remove 6 sets of lights from the Christmas Tree

To fit decorations on 14 columns

To remove decorations from 14 columns

To fit and remove fence around the tree

To store all decorations and fencing

Total Estimate = £2,475 + VAT

Total cost = £3,250 + VAT

Members should consider the lighting scheme required and the budget for the project.

**RAINHILL PARISH COUNCIL
EXECUTIVE COMMITTEE – JULY 2017**

5. TO CONSIDER THE CONSTITUTION OF THE ROCKET 190 GROUP FINANCIAL COMMITMENT AND OPENING OF A BANK ACCOUNT

At the Parish Council meeting on 15th May 2017 it was resolved that a decision on the constitution of the Rocket 190 Group, authorisation to open a bank account and the financial commitment to the celebration events be delegated to Executive Committee. (Minute: 913).

At the meeting it was reported that:

A series of meetings have been held with local organisations to build up content for the planned celebration of the 190th anniversary of the Rainhill Locomotive trials on Whit bank holiday weekend 2019, 25th – 27th May.

Reaction to the planned celebrations has been positive, with many suggestions and offers of help coming from the community. A schedule of events for the weekend and beyond is coming together and I have attached the draft schedule at Appendix 3.

Further meetings are proposed both with local organisations and with Northern and Network Rail. We hope further content will be added to the schedule as time progresses.

It has been suggest that a community/parish bank account be opened, into which donations and funding can be placed. It is hoped that many of the planned activities will be self-financing, however, initial costs may have to be met up front. Further, the group may have to formalise its entity, having a constitution, etc., in order to apply for funding. The Council should confirm that it is content to proceed in this way, and whether this is to be undertaken by the Clerk.

A copy of the proposed constitution is attached at appendix 1. [I have amended this to take out an end date.](#)

Members should consider authorising the opening of a bank account and formalising the constitution of a Rocket 190 Group.

6. DATE & TIME OF NEXT MEETING

The Committee should consider if a future meeting date needs to be set at this point.

APPENDIX 1

RAINHILL TRIALS COMMEMORATION GROUP

CONSTITUTION

1. NAME

The name of the organisation is RAINHILL TRIALS COMMEMORATION GROUP (hereinafter called “the organisation”).

2. ADMINISTRATION

Subject to the matters set out below, the organisation shall be administered and managed in accordance with this constitution by the members of the management committee, constituted by clause 6 of this constitution (“the management committee”). The organisation shall be politically non-party and non-sectarian in religion.

3. OBJECTIVE

The objective of the organisation shall be to organise and co-ordinate celebrations of the Rainhill Locomotive Trials of 1829 and especially the 190th and 200th anniversaries.

4. POWERS

In sole furtherance of its objectives the management committee may exercise the following powers:

- a. To raise funds and to invite and receive contributions. In raising funds the management committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- b. To co-operate with other organisations, voluntary bodies and statutory authorities operating in furtherance of its objectives, and to exchange information and advice with them.
- c. To establish or support any charitable trust, association or institution on the basis of common objectives.
- d. To appoint and constitute such advisory committees as the management committee may think fit.
- e. To do all such lawful things as are necessary for the achievements of its objectives.

5. MEMBERSHIP

Membership of the organisation shall be open to:

- a. Appointed members of Rainhill Parish Council and Rainhill Railway and Heritage Society.
- b. Any group which is interested in helping further the organisation’s work (hereinafter called a “member organisation”)

Every member shall have one vote.

**RAINHILL PARISH COUNCIL
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The management committee may unanimously and for good reason terminate the membership on any individual or member organisation. The individual or body shall have the right, accompanied by a representative, to be heard by the management committee prior to such a decision.

6. MANAGEMENT COMMITTEE

The Management Committee shall consist of:

- a. Chairman - Parish Council Representative (ex-officio)
- b. Secretary - Clerk to Parish Council (ex-officio)
- c. 2 Members of Rainhill Railway and Heritage Society.
- d. Appointed members of Rainhill Parish Council
- e. Any other members as specified by the Committee

The proceedings of the management committee shall not be invalidated by any vacancy among their numbers or by any failure to appoint new members.

A minimum of three members of the management committee may take decisions on urgent matters that arise between scheduled meetings, assuming every reasonable effort has been made to include as many committee members as possible in the decision.

7. FINANCE

All money raised by or on behalf of the organisation shall be applied to further the objectives of the organisation, and for no other purpose.

Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards such charitable cause as the management committee may decide.

Accounts

The management committee shall comply with accepted practice with regard to:

- a. The keeping of account records
- b. The preparation of annual statements.
- c. The auditing or independent examination of the statements of account.

A bank account shall be opened in the name of the organisation. The management committee shall authorise **the treasurer**, the secretary and two members of the management committee to sign cheques on behalf of the organisation. All cheques must be signed by not less than two of the three authorised signatories, none of whom shall be related to each other.

8. DECLARATION OF INTEREST

No individual member of the management committee shall receive remuneration or be interested (otherwise than as a member of the management committee) in any contract entered into by the management committee. Any such interest as may arise should be declared to the chairman or at the subsequent meeting of the organisation.

