

Clerk to the Council  
Sarah Gaeta

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5<sup>th</sup> September 2024

**To: Members of the Community Events Committee**

**You are hereby summoned to attend**

**THE COMMUNITY EVENTS COMMITTEE MEETING  
TO BE HELD AT THE VILLAGE HALL  
ON TUESDAY 10<sup>TH</sup> SEPTEMBER 2024 AT 7.30 PM**

**for the purpose of transacting the following business.**

*CL Truman*

Clerk to the Committee

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## **AGENDA**

### **24/E36 Apologies for Absence**

**24/E37** Minutes of the Community Events Committee Meeting held on 2<sup>nd</sup> July 2024 to be taken as read and signed as a correct record by the Chairman.

**24/E38** Declarations of Interest (existence and nature) with regards to items on the Agenda. Councillors are reminded that the code of conduct that took effect from 1st July 2012 provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.

**24/E39 Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest. *3 minutes per person; 15 minutes max*

### **24/E40 Clerk's Report**

To receive an update following the cancellation of Party in the Park.

### **24/E41 Finance and General Purposes**

- (a) To receive an update on finance.
- (b) To discuss and agree stall holder fees.
- (c) To set a budget of expenditure for Santa's Grotto.
- (d) To discuss and agree how many bins and what size are required for Christmas in the Park and approve any expenditure resulting from this discussion.
- (e) To discuss rebranding the Party in the Park Facebook page.

### **24/E42 Christmas in the Park**

- (a) To discuss and agree the format of the event including timings.
- (b) To discuss and agree activities, entertainment and stalls/vendors.

- (c) To discuss and agree key roles.
- (d) To discuss and agree the date for the online sale of Santa's Grotto tickets.
- (e) To discuss and agree the Stall Booking Form and Terms and Conditions.
- (f) To discuss and agree advertising and potential donations.

**24/E43 Party in the Park**

- (a) To confirm the date of Party in the Park 2025.
- (b) To discuss the format of Party in the Park 2025.
- (c) To discuss and agree key roles.

**24/E44 Matters for the next agenda**

To propose matters for the next agenda.

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Monday 9<sup>th</sup> September 2024.*

**Date of next Community Events Committee Meeting – Tuesday 8<sup>th</sup> October 2024**