



To: - Members of the events committee: Councillors Z Escott, L Hardman, A Lyons, C Mitchard, H Kingman, A Pitt and H Warren.

You are summoned to attend a meeting of the **Events Committee** to be held in the Village Hall meeting room Paulton on **Tuesday 21st June 2022 at 6.00 pm**. The agenda for the meeting appears below.

A handwritten signature in black ink, appearing to be "Tracy Lamb".

Tracy Lamb
Deputy Clerk/Finance Officer

EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit and proceed to the tennis courts.

AGENDA

1. ELECTION OF CHAIRMAN 2022/23

To elect a Chairman for the ensuing municipal year.

2. ELECTION OF VICE-CHAIRMAN 2022/23

To elect a Vice-Chairman for the ensuing municipal year.

3. APOLOGIES FOR ABSENCE

To note any apologies for absence.

4. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Paulton Parish Council's Code of Conduct (adopted on 16th October 2012) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

5. PUBLIC PARTICIPATION

That in accordance with Standing Order 3 members of the public be permitted to address the Chairman on questions and observations upon matters within the jurisdiction of the Council.

6. CONFIRMATION OF MINUTES

That the minutes of the Events Committee meeting held on 12th April 2022 to be approved as a correct record and signed by the Chairman.

7. CHAIRMANS REPORT

The Chairman of the committee for 2021/2022 will report back on activities and events since the last Council meeting.

8. REMEMBRANCE WEEKEND

To note the observations, below. from last year's event and discuss and agree the requirements for this year

Dressing of the graves – 12th November 2022

- a. To display posters in addition to publicising the event on the website and social media, to include that there will be a collection for the Poppy Appeal
- b. To prepare the Ceremonial Commander so they are able to guide the young people, including meeting with them at the cemetery prior to the day
- c. To give the Army Cadets advance notice with a save the date invitation

Remembrance Sunday – 13th November 2022

- d. To request more volunteers to hand out service sheets and boxes of sheets for people to help themselves
- e. Road Closures to be reviewed, with details to be provided of who is covering each aspect, to include Ham Lane
- f. Letters to be sent to residents of Ham Lane detailing the closures
- g. Cllr Hardman to contact the local PCSO to ascertain if they are able to help with communicating details of the event to the Police
- h. The service to take place outside
- i. Service sheets to be available in boxes, a shorter version to be provided in the event of inclement weather
- j. To consider having British Legion collection buckets
- k. Vicars to be responsible for leading the parade and organising the order of its participants
- l. Microphones to be provided
- m. To agree who will read out the Roll of Honours.

9. CHRISTMAS EVENT Saturday 3rd December 2022

To note the observations, below. from last year's event and discuss the requirements for this year

- a. To discuss and agree matters in respect of the event.
- b. Who will switch on the Christmas lights
- c. Cost of the market stalls for 2022
- d. Who will be Santa and for visitors to Santa to exist through the hall
- e. More background music is to be placed
- f. More announcements to be made during the event

10. DATE OF THE NEXT MEETING

The next scheduled Events Committee meeting is to be held on **13th September 2022.**