



To: - Members of the events committee: Councillors Hardman, Lyons, Mitchard, McSherry and Pitt.

You are summoned to attend a meeting of the **Events Committee** to be held in the Village Hall meeting room Paulton on **Tuesday 10th October 2023 at 6:00pm** The agenda for the meeting appears below.

Helen Jenkins
Parish Clerk

EVACUATION PROCEDURE

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

PUBLIC SESSION

Prior to the commencement of the meeting, members of the public are invited to question the Council on local issues etc. Questions will be answered by the Chairman of the Committee or the Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research.

During this time, outstanding answers from previous meetings will be delivered.

The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

To note any apologies for absence.

2. 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.

3. CONFIRMATION OF MINUTES

That the minutes of the Events Committee meeting held on 12th September 2023 to be approved as a correct record and signed by the Chairman.

4. DRESSING THE GRAVES

Items to be discussed and confirm arrangements:

- Delivery of posies
- Placing of garlands on headstones

5. REMEMBRANCE SUNDAY

Items to be discuss and confirm arrangements:

- B&NES Road Closures Notices
- Delivery of letters regarding road closures
- Volunteers to man the road closures
- Confirm a First Aider will be in attendance
- Number of service sheets required
- Confirm Roll of Honour
- Wreaths and wreath layers

6. CHRISTMAS LIGHTS ON

Items to be discussed and confirm arrangements:

- Lights for the stalls
- Volunteers to man the road closures
- Quotes for the electrical work
- Update on stalls
- Food outlets

7. DATE OF THE NEXT MEETING

The next scheduled Events Committee meeting is to be held on 7th November 2023.