



To: - Members of the events committee: **Councillors H Brady, G Dix, E Griffiths (Chairman), L Hardman, A Lyons, M Stevens 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 **Wednesday 7th March 2018 at 3.30pm**. The Agenda for the meeting appears below.

Jo Swift, Parish Clerk

28th February 2018

EVACUATION PROCEDURE

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

AGENDA

1. 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. 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.

4. CONFIRMATION OF MINUTES

That the Minutes of the Committee's meeting held on 30th November 2017 be approved as a correct record and signed by the Chairman.

5. WWI EVENT

To consider the next WWI event:

- (i) Mark Bishop from the Natural Theatre Company will be present to discuss possibilities for an event.
- (ii) Other ideas from members of the committee.
- (iii) To agree the date for the WW1 event, Saturday 10th November 2018 is suggested.

6. REMEMBRANCE SUNDAY

To discuss the initial plans.

7. CHRISTMAS LIGHT SWITCH ON AND WINDOW EVENT

To note the date of the event – Saturday 24th November 2018 and to briefly discuss the initial plans.

8. RESPONSIBILITY AND ACCOUNTABILITY

Important advice from Events Officer, B&NES Council to be noted and understood by members of the committee:

The Event Organiser has the overall responsibility and accountability for the event and the decision to make changes onsite should be the Event Organiser to make and not the volunteers or Councillors that have agreed to help out.

Event documentation, especially Risk Assessments, are dynamic documents and due to the nature of events and the unpredictability of a number of factors – weather, numbers, crowd movement, unexpected events etc. these have to be reviewed onsite and sometimes changes are inevitable.

In the volunteer brief this should be added so that any changes to the schedule of volunteers or roles and responsibilities has to be authorised by the Event Organiser, that way you keep ultimate control over your event.

It is important that those involved understand that ultimate responsibility for the event lies with the Event Organiser.

You can also find some useful advice and guidance on our website:

<http://www.bathnes.gov.uk/services/sport-leisure-and-parks/event-organisers-information/useful-information>

8. FINAL FINANCES FOR 2017 EVENTS (attached)

To note the final finances for 2017 events.

9. EVENTS BUDGET 2018/19

To agree the individual budgets for the 2018 events from the overall events budget (4701/404) of £3,500. The budget has been increased for 2018/19 only for a final one off WW1 event.

10. SCHEDULED MEETINGS FOR 2018/19

To note only (not for discussion):

At the Events meeting held on 30.11.2017 it was resolved that the Events Committee meetings will be held on a **Wednesday at 3.30pm and to finish no later than 5pm**, therefore this stands for any meetings held before 30th May.

It is therefore recommended that after the Annual Parish meeting on 15th May 2018 when it is known who will be on the committee that the times and dates of the meetings are reviewed, if necessary.

11. DATE OF THE NEXT MEETING

It is suggested that the date of the next meeting is 16th May 2018 at 3.30pm as per agenda item 10.