



To: - Members of the events committee: Councillors M Colliver, G Dix, Z Escott, L Hardman, A Lyons, L Quinn 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 18th February 2020 at 7.00 pm**. The Agenda for the meeting appears below.

A handwritten signature in cursive script, appearing to read "Carol Hall".

Carol Hall, Parish Clerk

EVACUATION PROCEDURE

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

AGENDA

1. ELECTION OF CHAIRMAN 2019/20

To elect a Chairman for the ensuing municipal year.

2. APOLOGIES FOR ABSENCE

3. 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.

4. PUBLIC PARTICIPATION

5. CONFIRMATION OF MINUTES

That the minutes of the Event Committee meeting held on 14th January 2020 be approved as a correct record and signed by the Chairman.

6. ANNUAL ASSEMBLY

To discuss and agree what will be included in the Events Committee stand/table at the Annual Assembly along with which Councillors will support.

7. VE DAY 75TH ANNIVERSARY

To decide if Paulton Parish Council will hold an event on 8th May and if agreed plan what this will be and who will take on what responsibility.

8. REMEMBRANCE SUNDAY – 8th NOVEMBER 2020

To agree a timeline schedule for the 2020 event whilst considering the feedback provided below:

- The timing of the Parade to ensure there is not a wait for the service to begin
- Visibility for those attending, large trees can obstruct the view for some people
- Consider using microphones in the future as some may have had difficulty hearing

9. CHRISTMAS EVENT – 28th NOVEMBER 2020

To agree a timeline schedule for the 2020 event whilst considering the feedback provided below:

- Book the concert Band sufficiently in advance to enable them to join the whole event
- Explore options for the Carole singers to get greater attendance
- Consider asking the new Vicar to attend the event
- Improved Lighting for the Christmas Tree
- Review advertising of the event to engage the community
- Have music throughout the event
- Look at the Banner locations advertising the event
- Look at involving more Children, perhaps asking them to switch on the lights
- Look at the variety of stall holders to ensure a good mix
- Consider a Juggling act
- Have more song sheets prepared for people attending
- Look at the layout of the Stalls in the Hall to ensure accessible

10. FESTIVE WINDOW COMPETITION

To decide if to continue with the Festive Window competition this year

11. EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – commercial matters.

12. CHRISTMAS TREE LIGHT QUOTES

To review the attached quotes for Christmas lights and agree which ones to purchase

13. DATE OF THE NEXT MEETING

A date needs to be agreed for the next meeting if required before May 2020.