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**PAULTON PARISH COUNCIL**

Minutes of the Events Committee meeting held on

Tuesday 10th October 2023 at 6.00pm held in the meeting room at the Village Hall, Paulton.

PRESENT: Councillors Hardman, Lyons, McSherry and Mitchard

IN ATTENDANCE: Helen Jenkins – Clerk

**23.17** **APOLOGIES FOR ABSENCE**

Apologies received from Councillor Pitt.

**23.18** **DECLARATIONS OF INTEREST**

There were none.

**23.19** **CONFIRMATION OF MINUTES**

**Resolved** – that the minutes of the meeting held on 12th September 2023 were confirmed as a true record and signed by the Chairman.

**23.20** **DRESSING THE GRAVES SATURDAY 11th NOVEMBER 2023**

Items discussed:

* Delivery of posies
* Placing of garlands on headstones

**Resolved** – the following points were agreed:

1. The posies would be delivered to the parish office and that we would try to keep the garlands rather than them being through away.
2. A notice of the event to be sent to the Journal and to arrange for photographs to be taken.

**23.21** **ARRANGEMENTS FOR REMEMBERANCE SUNDAY 12th NOVEMBER 2023**

Items discussed:

* 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

**Resolved** – the following points were agreed:

1. Notice of road closures to be posted on 26th October.
2. Letters regarding road closures to be delivered by the end of October 2023.
3. Volunteers required to be at the road closure points.
4. Confirmed hours First Aider is required.
5. Number of service sheets required confirmed.
6. Roll of Honour confirmed.
7. Clerk to confirm the organisations laying wreaths.

**23.22 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

**Resolved** – that the following points were agreed:

1. Lighting for the stalls will be purchased by the council.
2. Notice of road closures to be posted on 16th November.
3. Volunteers required to be at the road closure points.
4. The facilities required for Little Blue Pizza and Coffee outlet can be accommodated at the Methodist Church car park.

**23.23 DATE OF THE NEXT MEETING**

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

**Meeting closed 18:55**

**Signed……………………………………. Date………………………**

**(Chairman)**