

Minutes from the Events Committee meeting held on Tuesday 18th February at 7.00 pm

Present – Councillors L Hardman, A Lyons, L Quinn and H Warren

In attendance - C Hall (Clerk)

		Actions
188.	<p>Election of Chairman 2019/2020</p> <p>Councillor Anne Lyons was elected as the new Chairman for 2019/20</p>	
189.	<p>Apologies for absence</p> <p>Apologies accepted for Councillor M Colliver No Apologies accepted for Councillors G Dix and Z Escott</p>	
190.	<p>Declarations of Interest</p> <p>There was none.</p>	
191.	<p>Public Participation</p> <p>There was none.</p>	
192.	<p>Confirmation of minutes</p> <p>Resolved – that the minutes of the meeting held on 14th January 2020 were confirmed as a true record and signed by the Chairman.</p>	
193.	<p>Annual Assembly</p> <p>Following a discussion on what the event committee would like included on their table for the Annual Assembly it was agreed:</p> <ul style="list-style-type: none"> • Councillors A Lyons and L Quinn would be responsible for the table at the event. • Councillor A Lyons will prepare her Chairman’s report • The display would include colour copies of the 3 x press releases following events last year • All Councillors would seek to source props for the table to make it visual and attractive to attendees • Have a “rename the Christmas event” suggestion box, the winning suggestion will be asked to switch the lights on this year. 	<p>Anne & Linda</p> <p>Anne</p> <p>Admin</p> <p>All</p> <p>Admin</p>
194.	<p>VE Day 75th Anniversary</p> <p>Resolved – that the events committee would hold an afternoon cream tea for the parishioners of Paulton to commemorate the VE Day 75th Anniversary on the 8th May 2020.</p> <p>The following task list was agreed:</p> <ul style="list-style-type: none"> • Confirm booking with Paulton Rovers, room required 1pm to 5pm with the event running 2pm - 4.30pm 	<p>Admin</p>

	<ul style="list-style-type: none"> • Confirm room facilities, ie system to show DVD and play music • Write a piece for the Journal to advertise event • Contact Tesco's and the Farm Shop to ask if they will support event with the scones and cakes • Contact the Ladies Circle and the Methodist Church to ask if they could help with making cakes • Contact Ann Maill at the History Society to ask if they can provide any material for the event • Source DVD's to play during the event • Invite all the Vicars from the Churches, consider asking them to lead the toast at 3pm • Invite all the residents from Bloomfield • Ask PADs if they would like to be involved with any readings, poems etc • Put together a War time music compilation • Put together a poster to advertise the event • Advertise on our Website and Facebook • Email all Councillors to notify them of event and ask for support 	<p>Admin</p> <p>Anne Anne</p> <p>Linda</p> <p>Hugh</p> <p>Hugh Anne</p> <p>Admin</p> <p>Liz</p> <p>Linda Admin Admin Admin</p>
195.	<p>Remembrance Sunday 8th November 2020</p> <p>To ensure sufficient time to plan the Remembrance Sunday Parade a schedule of tasks to be completed will be drawn up and will include:</p> <ul style="list-style-type: none"> • Road Closures • Event Plan • Ordering of the wreath, including Double Hills • Invitation to all churches • Asking all parties to attend a pre meeting to agree timings on the day • Sourcing a microphone for the War Memorial • Letter to all residents regarding the road closures • Refreshments following the church service • Booking the Paulton Concert Band 	<p>Admin</p>
196.	<p>Christmas Event 28th November 2020</p> <p>A copy of the task least used in previous years was shared with each Councillor, it was agreed that the timeline would be reviewed at a future meeting along with addition tasks to be added, such as lighting at the top of the Methodist steps along with the suggestions made at the meeting in January.</p> <p>The Clerk confirmed that all possible stall holders had been sent a "save the date" email</p> <p>It was agreed that the following tasks should be done now rather than waiting until later in the year:</p> <ul style="list-style-type: none"> • Start looking for a Santa for the event • Contact Dave Wilcox to confirm attendance and placing at a road closure • Contact the Rotary Club to seek volunteer road marshals • Start researching a Christmas tree to pre order 	<p>Admin Admin</p> <p>Linda Admin</p>

197.	Festive Window Competition Resolved – that the Festive Window competition will not run in 2020, it will be further reviewed for 2021.	
198.	Date of the next Meeting Resolved- that the next meeting will be on Tuesday 31st March 2020 at 6pm	
199.	Christmas tree light quotes Resolved – to seek further quotes for coloured tree lights.	Admin

The meeting finished at 8.45pm

Signed by Chairman.....Date.....