

**CLAYTON PARISH COUNCIL
EVENTS COMMITTEE**

MEETING HELD AT CLAYTON LIBRARY – 6th AUGUST 2018

Minutes - draft

- 2018/525 **PRESENT**
Councillors: Gudgeon (chair), Vasey, Pitts, Thirkill, Cunningham
- 2018/526 **IN ATTENDANCE**
Helen Rankin, Asst Clerk
- 2018/527 **APOLOGIES FOR ABSENCE**
Cllr Hepton, Claire Hepton (clerk)
- 2018/528 **DISCLOSURES OF INTEREST**
None
- 2018/529 **ADMISSION OF THE PUBLIC**
None.
- 2018/530 **PREVIOUS MINUTES AND MATTERS ARISING**
Resolved: That the minutes from the Events Committee from 2nd July were approved and signed as a true record of the meeting. **Proposed:** Jean Pitts **Seconded:** James Vasey. **All in favour**
The Events committee stated how successful the Short story competition was at St Johns Primary school. Chairman has asked for confirmation of exact expenditure, as a discussion is required regarding moving forward with the event in the future. A suggestion was made that the clerk speak to the 3 schools in the village to prepare for next year. The volunteer coordinator advised that a display of the winning entries will shortly be presented at Clayton library.
- 2018/531 **EVENTS PLAN 2018**
- Task list**
The events committee discussed the items on the task list individually. The list will be updated by the assistant clerk.
- Best Hanging basket/ window box competition**
The competition is going well, and the judging took place last week. The chairman requested that the clerk investigate presenting a voucher to the two external judges, for participating on the day and have suggested that Clayton parish council invite them to attend the presentation ceremony on 2nd September. It was noted that more volunteers are needed to help on the day and names need to be added to the task list.
- Village hanging baskets**
A discussion took place and the committee requested that the clerk may request quotes for the cost of displaying and maintaining the baskets, which includes the collection and distribution around the village. It was suggested that the clerk contact all recipients of the hanging baskets, to ensure they are still happy to receive them. A request for all associated costs including the purchase of the baskets to be made available at the next meeting.
- Carols around the Christmas tree**
All necessary tasks have been added to the list. Spaces are available for further volunteers both on the day of the event and prior to the event in preparation of the area. This list will be circulated amongst the council so that the spaces can be filled.
- Remembrance Sunday refreshments**
Clayton WI have already agreed to do the refreshments on the day. It was decided that the refreshments need to be served to the public in the Village Hall. The task list needs to be updated with a list of the responsibilities to enable people to volunteer their assistance.
- Dickensian Market**
A request was made for the clerk to confirm how many prizes are being stored at the cellar in the Village Hall. A discussion took place with the following suggestions for the day:
- Christmas lucky dip
 - Potential site at Clayton library
 - Staff cover on a rota basis
 - Tombola with raffle tickets – sell 5 for £1

- All funds to go to the Dickensian Market/charity
- Use of Santa sacks from last year

The assistant clerk will add the Dickensian market to the events list

- Use of Clayton library for fund raising on the day of the event? Coordinator to check with Bradford libraries.

2018/532

PUBLIC CONSULTATION AND QUESTION TIME

No members

2018/533

DATE OF NEXT MEETING

The date of the next Events committee meeting will take place on 3rd September 2018 at 7.00 pm

There being no further business the meeting closed at 8.15 pm