

**CLAYTON PARISH COUNCIL**  
**EVENTS COMMITTEE MEETING**  
**MONDAY 31<sup>ST</sup> OCTOBER 2016**

**At The Village Hall, Clayton 7.00pm**

---

**ATTENDANCE RECORD**

**Would all members and officers please sign the attendance record below.  
Thank you.**

**CLAYTON PARISH COUNCIL  
EVENTS COMMITTEE**

**YOU ARE HEREBY SUMMONSED** to attend the meeting of **Clayton Parish Council's Event Committee** on **Monday 31<sup>st</sup> October 2016** at **Clayton Village Hall** commencing at **7.00pm** for the purpose of transacting the following business.

Members of the Press and Public are invited to attend and may address the Council when tabled at the invitation of the Chairman.

Claire Hepton

**Claire Hepton**  
Clerk to Clayton Parish Council

**Tel: 07812584615**  
**email: clerk@clayton-pc.gov.uk**

---

**AGENDA**

1. **APOLOGIES FOR ABSENCE**

To receive and consider the acceptance and approval of Absence notified by Members of the Committee.

2. **DISCLOSURES OF INTEREST**

To receive disclosure of personal and/or prejudicial interests from members of committee on matters to be considered at the meeting. The Disclosure must include the nature of the interest.

***Note:** Members may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if it is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgment of the public interest. Members must withdraw from the meeting if the interest is prejudicial unless a dispensation has been obtained from the Standards Committee.*

Members are reminded that under the Members Code of Conduct they must register within 28 days changes to their financial and other interest and notify the Monitoring Office of any gifts and hospitality received.

3. **ADMISSION OF THE PUBLIC**

**(Public Bodies (Admissions of Meetings) Act 1960, Schedule 12a and Clayton Parish Council Standing Order No. 67)**

To determine if any of the tabled items to be discussed require to be held in closed session.

4. **PREVIOUS EVENTS COMMITTEE MINUTES AND PROGRESS REPORT, FOR INFORMATION ONLY, ON MATTERS ARISING FROM THE MINUTES WHICH ARE NOT INCLUDED ON THE AGENDA (Papers previously circulated to Members)**

The Chairman/Parish Clerk will detail any progress made on matters arising from the minutes.  
To receive the Minutes of Clayton Parish Council's planning meeting held on **3<sup>rd</sup> October 2016**

**Recommended: That the presented minutes are accepted as a correct record**

#### **4. PUBLIC CONSULTATION AND QUESTION TIME**

To receive questions/comments from the Public on:

- Any matter which is tabled for discussion on the Agenda;
- Any other matter of public interest which is within the responsibilities of Clayton Parish Council's Event Committee, and;
- To receive suggestions of items for inclusion in the Agenda of the next Event's Committee meeting from the public and also from members of Clayton Parish Council's Event's Committee.

#### **5. EVENTS PLAN 2016/17**

Aim to discuss any arising matters-

- Remembrance Sunday which takes place on Sunday 13<sup>th</sup> November. Council are asked to consider providing refreshments following the Act of Remembrance at the Village Hall. Civic wreath already been ordered as in previous years. Cost is £50 – council are asked to approve this.
- Carols around the Christmas Tree – Saturday 17<sup>th</sup> December.
  - Rowan has asked if we could start at 5.30pm as she has another engagement to go to that evening. Agree roles and responsibilities for the evening. Agree items to be purchased for the refreshments.
  - Equipment approved at the last meeting – minute no 2016/332 & 333. Items to be purchased once the storage area is fitted out and secured.

#### **7. DATE OF NEXT MEETING**

The date of the next meeting will be Monday 7<sup>th</sup> November 2016.