

CLAYTON PARISH COUNCIL

**EVENTS COMMITTEE MEETING
4TH NOVEMBER 2019**

At Clayton Library, 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 4th November 2019** at **Clayton Library** 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 events committee meeting held on 7th October 2019

5. EVENTS PLAN 2019

• **Task list**

Please find attached updated task list. Please note any gaps.

• **Photography competition - review and plan for 2019**

To discuss further updates and action where necessary.

- **Carols around the tree**

Confirmed date of 14th December 2019 at 5pm. Clerk has already produced the promotional flyer and copies are now being obtained. Discuss any other items. Cllr Andrew will produce the song sheet – we require someone to get the carols from Rowan in plenty of time so he can prepare accordingly.

- **Suggestions for future events**

Cllr Thackwray has put together a list of possible suggestion for future events. Full details are attached.

- **Remembrance Sunday**

To discuss further updates and action where necessary. WI have agreed to serve the refreshments but are unable to set up or tidy away any chairs/tables etc.

- **VE/VJ Day**

To discuss further updates and action where necessary

6. **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 Events Committee, and;
- To receive suggestions of items for inclusion in the Agenda of the next Events Committee meeting from the public and also from members of Clayton Parish Council's Events Committee.

7. **DATE OF NEXT MEETING**

To agree the date of the next meeting.