

**CLAYTON PARISH COUNCIL**

**EVENTS COMMITTEE MEETING  
5<sup>TH</sup> AUGUST 2019**

**At Clayton Library, Clayton 7.00pm**

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**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 5<sup>th</sup> August 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**

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**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 1<sup>st</sup> July 2019

**5. EVENTS PLAN 2019**

• **Task list**

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

• **Photography competition - review and plan for 2019/Carols around the tree**

To discuss further updates and action where necessary. Full details are attached.

- **Christmas tree lights**  
To discuss and review any quotes received.
  
- **Christmas tree and lights**  
To discuss the installation of the tree/lights and review the quotes
  
- **Remembrance Sunday**  
To discuss further updates and action where necessary
  
- **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.