

**CLAYTON PARISH COUNCIL**  
**EVENTS COMMITTEE MEETING**  
**MONDAY 5<sup>TH</sup> SEPTEMBER 2016**

**At The Village Hall, 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> September 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**

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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 planning meeting held on **1<sup>ST</sup> August 2016**

- Clayton in Bloom was a huge success. Total spend yet to be confirmed. Awaiting receipt of invoices.

**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.

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

- Discuss forthcoming planned for this year.
- Update for Cllr Gudgeon on marquee/gazebo with a view to purchasing.

#### **7. CHRISTMAS LIGHTS TENDERS**

To discuss the Christmas Lights which are installed around the village. Clerk to provide an update.

#### **8. ITEMS REQUIRED FOR PURCHASE**

Minute no 2016/011 – PA equipment. Council agreed to purchase the equipment at the last meeting. On inspection it became clear that we would need something more robust and substantial. Actual spend was £432 plus vat. (Original quote was £323 plus vat). The committee was notified but formal resolution required at this meeting. Items to be stored in the Village Hall and are insured under the Parish Council's insurance at no extra cost at this time .

#### **9. CHRISTMAS TREE LIGHT INSTALLATION/TREE PURCHASE**

To discuss and plan the Christmas tree lights for 2016/17 and the purchase of the tree.

#### **10. DATE OF NEXT MEETING**

To agree a date for the next meeting.