

Date: 24/09/2024

To: Cllr J Gilbody (Chair), Cllr H Varney (Vice chair), Cllr L Kingscott, Cllr A Beckett, Cllr M Ward and Cllr S Wood.

You are summoned to attend the meeting of **Tibshelf Parish Council Events Committee** to be held at 7.00pm on Tuesday 1<sup>st</sup> October 2024 in Tibshelf Village Hall.

Rachel Tattershaw

Clerk to the Council ([theclerk@tibshelfparishcouncil.gov.uk](mailto:theclerk@tibshelfparishcouncil.gov.uk))

## **AGENDA (MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND)**

**1. To receive apologies for absence**

**2. Declaration of Members' Interests**

**3. Requests for Dispensations**

To receive and, if appropriate, approve.

**4. Public Speaking**

A period of **not more than fifteen minutes** will be made available for members of the public and Members of the Council to comment on any matter.

**5. Confidential items**

The Council are recommended to resolve members of the press and public are excluded from the meeting during consideration of the following agenda items by reason of the confidential nature of the items of business to be transacted in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, by reason of the confidential nature of the following business.

**6. To consider co-option of community representatives onto the Events Committee.**

**7. To approve the draft minutes of the Events Committee Meeting held 3<sup>rd</sup> September 2024.**

**8. To note roadside signage to be provided by Martins.**

**9. To review and confirm details for the Remembrance Sunday parade, including,**

- a) Road closure notice update
- b) Road closure company & signage
- c) Confirmation of volunteers
- d) To review and approve a risk assessment

**10. To review and confirm details for the Fireworks Event, including,**

- a) Refreshments
- b) To confirm distribution of wristbands.
- c) To review and approve a risk assessment.
- d) First aid support

**11. To review details for the Christmas Craft Fayre, including,**

- a) Stall holder information
- b) To review and approve a risk assessment.

**12. To review and confirm details for the Christmas Light Switch on event, including,**

- a) Refreshments
- b) Santa's grotto.
- c) Volunteers
- d) To review and approve a risk assessment.

**13. To review and confirm details for the Carol service.**

**14. To review and approve a New Year's Eve disco risk assessment.**

**15. To consider a Parish Council tree at the church Christmas tree festival.**

**16. Confidential items**

Exclusion of public and press

To exclude the public & press, in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, by reason of the confidential nature of the following business.

**17. To confirm date and time of next meeting**