

Minutes of the Events Committee Meeting 05/26 held on Tuesday 15th September 2026

Councillors Present: Cllrs J Gilbody (Chair), H Varney (vice-chair), A Beckett and Sue Wood.

In attendance: Mrs G Culverwell (Parish Clerk & RFO)

Community Representatives: D Gibb and S Wood.

- 05-26.1 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.**
None received
Members noted that L Loyd, W Kingscott and Z Redfern were at another engagement
- 05-26.2 Receipt of any Declaration of Members Interests under the Localism Act 2011**
No new declarations.
- 05-26.3 Minutes of the Events Committee Meeting held 1st September 2026 to be approved.**
It was **Resolved** to accept the minutes of the Events Committee Meeting held on the 1st September 2026 as a true record of the meeting and were signed as the Minutes of that meeting accordingly.
- 05-26.4 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).
No public present
Cllr Wood gave feedback from the Scarecrow festival; it was a positive event with plenty of footfall throughout the day. Those involved reported enjoyment making and viewing the scarecrows.
D Gibb mentioned that volunteers were an issue and to try and get more people involved.
Cllr Beckett thought that the event on Saturday (12th) ran for too long for stall holders.
Cllr Wood stated that the outcome overall was a happy one with £301 being raised for the Village Hall.
- An item for the Scarecrow festival 2027 would be on the January agenda.
- 05-26.5 Correspondence and Clerks Items.**

Actions from last meeting

Item No:	Action	Date to be completed by
04-26.8	Confirm bookings and paperwork necessary for the forthcoming events.	Chair and Clerk compiled a spreadsheet to follow
	Invite ex-servicemen/women to come forward if they would like to do a reading on Remembrance Day	Completed
	Dj for New Years Eve at a cost of £300	Recommendation to VHMC meeting on 22/09/26
	Christmas Fayre stall Booking to commence	CPO to collate stallholders' information (£15 per stall)

	Confirm the brass band has been booked for the 27 th November	Confirmed
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- An entertainment company had been in touch for the committee to consider their entertainment package.

05-26.6 Chairs Items.

Cllr Gilbody explained that a spreadsheet had been created for building all the requirements necessary for the events being held throughout the year in chronological order. To be updated and brought to future meetings for inspection by the committee.

05-26.07 Review and approve arrangements for the following events: Firework Display, Remembrance Parade, Christmas Craft Fayre, Christmas Lights, switch on, Christmas Carol Concert, New Years Eve

Members worked through the Events Information spreadsheet setting out all the upcoming events.

The Clerk would update the spreadsheet as verification of paperwork and confirmations etc arrived.

Firework Display- 6th November 2026.

The firework company have confirmed with the Clerk to organise payment. The compare has been booked and confirmed at a cost of £200, Security at £100.00 was confirmed. Scouts would carry out first aid requirements and the football club that use the field at the back of the Village Hall to be notified.

It was **Resolved** to prune the bushes at the bottom of the carpark for the viewing public.

Due to the volume of bar sales another card machine would be ideal.

It was **Resolved** to investigate the cost of another card machine.

Cllr Wood, Beckett and D Gibb would be preparing the burgers and hotdogs etc. for the event.

Remembrance Day-8th November2026

The order of service, readings, poppies and parade arrangements to be finalised at the next meeting. Confirmation of a parade leader required, and Cllr Wood would investigate the roll call arrangements.

Christmas Fayre -14th November 2026

A risk assessment would be required. Stall applications are arriving with the CPO compiling the list and to invite stalls to bring their own tables if they have them and advertise accordingly.

Christmas Lights switch on – 27th November2026

The band have confirmed attendance, the decorations are available and no stalls are required. The timings of the switch on to be arranged along with booking Santa.

Presents for the children to be checked.

Carol Concert -14th December

The Organist is to be confirmed and a programme to be organised by CPO.

Clarification required from the band regarding leading the event.

05-26.08 Consider any future fundraising events.

A murder mystery event to be included on the next agenda

05-26.09 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.

None

05-26.10 Confirm date and time of next meeting.
13th October 2026 at 6pm

Actions from this meeting

Item No:	Action	Allocated to	Date to be completed by
05-26.07	Football Club at the back of the hall to be notified of firework display date.	Clerk	As soon as possible
	Prune the car park bushes overlooking the field for the firework display.	Clerk	By 6 th November
	Investigate the cost of another card machine.	Admin Assistant	As soon as possible
	Organise the leader of the Remembrance Parade.	Clerk	As soon as possible
	To plan the roll call for Remembrance Day.	Cllr Wood	As soon as possible
	Collate the stall applicants/advertise event for the Christmas Fayre.	CPO	Ongoing
	Organise Santa for the Lights switch on.	Clerk	By next meeting on 13 th October
	Check Christmas presents ready for the lights switch on.	Clerk	By next meeting on 13 th October
	Programmes to be compiled for the Carol Concert.	CPO	As soon as possible

Meeting finished at 19.00pm