

NOTICE OF HEMSBY PARISH COUNCIL EVENTS COMMITTEE MEETING

You are hereby summoned to attend the Hemsby Parish Council Meeting at the Pavilion, Waters Lane, Hemsby
on: **Thursday 5th May 2022 at 7.30pm**

Please read carefully & DO NOT attend if you have any of the COVID symptoms;

Kerrie Wilton

Kerrie Wilton
Parish Clerk

AGENDA

1. To elect a Chairman.

2. ATTENDANCE

To note those present and consider apologies for absence.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

4. MINUTES OF PREVIOUS MEETING

4.1 To confirm the accuracy of the minutes of the Parish Council Events Committee Meeting held on **25th April 2022.**

5. ADMINISTRATIVE/DAY-TO-DAY MATTERS

5.1 Resident Member Tina Nudd to provide a verbal report for a proposed Community Café including costings following the Parish Council agreeing that they wish for more information to be supplied before they consider it in principle.

6. WREATH MAKING WORKSHOPS

6.1 To note any updates.

7. EASTER EVENT

7.1 To note that 12 entries were submitted. All the entries are to receive a prize.

7.2 To approve draft letter of thanks to all businesses that donated easter prizes.

8. MIND WELLBEING EVENT

8.1 To note that the Wellbeing Event took place at the Pavilion on Wednesday 27th April 2022 & to receive an update on the number that attended.

9. JUBILEE EVENT

- 9.1 To receive an update from the working party, a draft programme of events day-by-day for the Jubilee celebrations including costings, performers sourced etc.
- 9.2 To receive the current number of stall forms issued, those received and those paid.
- 9.3 To note that an application for a TEN (live music / alcohol) (max. 499 attendees) has not yet been submitted.
- 9.4 To receive feedback on marquees.
- 9.5 To consider the field layout (including stall holder & performers requirements. – **To be provided prior to the May meeting (working group).**
- 9.6 To consider electricity supply.
- 9.7 To consider car parking arrangements / management.
- 9.8 To consider a job list for the day, consider allocation of roles. – **To be provided prior to the May meeting (working group).**
- 9.9 To note that the purchase of hi-vis for 'event stewards' has been sourced but not yet ordered.
- 9.10 To receive an update on the sourcing of a first aid provisions.
- 9.11 To consider waste disposal.
- 9.12 To consider toilet facilities.
- 9.13 To consider event risk assessment. – **Tina Nudd to liaise with Angela Bennett and provide draft risk assessment prior to the May meeting.**
- 9.14 To consider emergency planning.
- 9.15 To consider communication methods on the day.