

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 14th April 2022 at 7.30pm – The maximum number of members of the public that can attend will be 12, due to us allowing for some social distancing.**

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

Please attend wearing a mask until you are seated, **do not** move the chairs and sit where indicated.

Kerrie Wilton

Kerrie Wilton
Parish Clerk

AGENDA

1. ATTENDANCE

To note those present and consider apologies for absence.

2. 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.

3. MINUTES OF PREVIOUS MEETING

- 3.1 To confirm the accuracy of the minutes of the Parish Council Events Committee Meeting held on **9th February & 2nd March 2022.**

4. ADMINISTRATIVE/DAY-TO-DAY MATTERS

- 4.1 To note the Parish Council has accepted that Cllr Bennett has stepped down from the Events Committee and that Cllr Taylor has been accepted as a new Cllr Member.
- 4.2 To note that the Clerk has created an email address for receiving formal communications from the public about events and to submit booking forms, etc., hemsbypcevents@outlook.com
- 4.3 To note that the Chair has requested the RFO to advise on how the PC may be able to integrate taking card payments into the Council Standing Orders.
- 4.4 Cllr Kern to provide a summary on the current income, expenditure and budget position.
- 4.5 To discuss / agree that all publications/posters must, as a minimum, include reference to the Events Committee at either the head or foot of the publication explicitly written as per the TOR "Hemsby Parish Council Events Committee" and no smaller than font size 11.
- 4.6 To note that future events must include notices that state photos may be taken of the event for publicity purposes & by entering the event you are consenting to this happening.
- 4.7 Resident Member Tina Nudd to provide a verbal report for a proposed Community Café.

5. WREATH MAKING WORKSHOPS

- 5.1 To note that a number of workshops have been held and to consider a resolution for adoption by the Committee.
- 5.2 To receive an update from the working party on the sessions that have taken place and to confirm the number of attendees at all sessions to date with payments to be presented ready for banking.

6. EASTER EVENT

- 6.1 To receive an update from the working parties with plans, proposals & costings for the Easter Trail taking place 15th – 18th April 2022.
- 6.2 To agree / sign-off the risk assessment.

7. MIND WELLBEING EVENT

- 7.1 To receive an update from the working party with plans, proposals & costings for the Mind Wellbeing Event taking place at the Pavilion on Wednesday 27th April 2022.

8. JUBILEE EVENT

- 8.1 To receive an update from the working party, a draft programme of events day-by-day for the Jubilee celebrations including costings, in order that we can register the event with the GYBC SPAG & associated costs.
- 8.2 To review the stall fee structure for consideration of Charitable Stall concessions.
- 8.3 To receive the current number of stall forms issued, those received and those paid.
- 8.4 To consider the estimated number of attendees.
- 8.5 To consider an application for a TEN (live music / alcohol) (max. 499 attendees).
- 8.6 To receive feedback on marquees.
- 8.7 To consider the field layout.
- 8.8 To consider electricity supply.
- 8.9 To consider car parking arrangements / management.
- 8.10 To consider a job list for the day, consider allocation of roles.
- 8.11 To consider the purchase of hi-vis for 'event stewards'.
- 8.12 To consider first aid provisions.
- 8.13 To consider waste disposal.
- 8.14 To consider toilet facilities.
- 8.15 To consider event risk assessment.
- 8.16 To consider emergency planning.
- 8.17 To consider communication methods on the day.

9. VILLAGE HALL FIREWORKS

- 9.1 To discuss support to the Village Hall Fireworks event taking place on Wednesday 2nd November 2022.

10. HALLOWEEN PUMPKIN TRAIL

- 10.1 To consider any comments in readiness for this event, due to take place on Saturday 29th – Sunday 30th October 2022.

11. CHRISTMAS CRAFT FAIR

- 11.1 To consider any comments in readiness for this event, due to take place on Thursday 1st December 2022.

12. SANTA FAMILY FUN RUN

- 12.1 To consider any comments in readiness for this event, due to take place on Sunday 11th December 2022.

Hemsby Parish Council, Parish Office, Kingsway, Hemsby, NR29 4JT
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