

## **To members of the Events Committee**

**You are SUMMONED to attend a MEETING of the EVENTS COMMITTEE on Tuesday 7<sup>th</sup> November 2023 at 7.30pm to be held in BRUTON COMMUNITY HALL. The press and public are also invited to attend.**

*Councillors are reminded that as office holders they are expected to comply with the Nolan Principles and the Council's Code of Conduct as well as showing respect for others in accordance with the law.*

*Before the start of the meeting, in accordance with Standing Order 3 (e) there will be an opportunity for members of the public to comment on agenda items (at the discretion of the Chair of that meeting).*

*In accordance with Standing Order 3 (f) the question/comment time is limited to 3 minutes each, and the session should not exceed 15 minutes (unless directed by the Chair of that meeting). Contributions from members of the public do not form part of the official meeting and will not normally be included in the official minutes unless they are deemed helpful in explaining subsequent Council decisions.*

*Please be aware that the proceedings may be filmed or recorded.*

*SMainstone*

**Sam Mainstone**  
**Assistant Town Clerk**  
**1<sup>st</sup> November 2023**

### **AGENDA**

**EC23/38: Apologies for absence (LGA 1972 s85(1))**

**EC23/39: Declarations of interest**

Declarations of Interests Members to declare any interests, including disclosable pecuniary interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any written requests from members for dispensations that accord with the Localism Act 2011 s33 (b-e) (This does not preclude any later declaration).

**EC23/40: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).**

To agree the [minutes](#) from the previous meeting held on 10<sup>th</sup> October 2023 as a true and accurate record of that meeting.

**EC23/41: Remembrance Sunday.**

- a. Liaison/Point of contact for Bradsons; Make a decision on named contact on the day
- b. Report of Site visit to review signage needs; Assistant Clerk/Cllrs Crawford/Fradley to report
- c. Health & Safety; To review risk assessment and confirm completion
- d. Programme; To finalise/complete and determine roles/timings
- e. Visit to office from Poppy appeal organiser; To discuss points raised for future collaboration

**EC23/42: Bruton Late Night Christmas Shopping**

- a. Programme of Event; finalisation. Who will be attending/Roles/timings defined for everyone, map shared/displayed to public
- b. Banners; Decision on amount to be ordered and where to be placed
- c. Christmas Trees; Plan of setting the light timers ready for and setting of lights to be finalised
- d. Health & Safety; Review risk assessment and confirm everyone's role
- e. Santa's Grotto decoration (including lighting over bridge and along wall)/gifts; to discuss and to determine who is the lead role
- f. Parking/Signage for stall holders; Report from Cllr Crawford - To be finalised and roles defined
- g. Stilt Walkers; To confirm booking and discuss/decide an appropriate "resting point" for them
- h. Contribution from Chamber Of Commerce/Mill On The Brue – update from Cllr Crawford/Town Clerk

**EC23/43: Date of the next meeting. The next meeting is scheduled for 23rd January 2024.**

**END OF AGENDA**