

**DRAFT Minutes of the Events Committee meeting held on 6th
May 2025, 7:30pm at the Community Hall**

Councillors Present: Cllrs Fradley, Coulter, Dunn and the Chair Cllr Crawford

Officers: Assistant Clerk (ATC).

Members of Public: 3

Meeting opened at 7:32pm

MINUTES

EC25/01: Apologies for absence (LGA 1972 s85(1)).

Received from Rev Jonathan Evans.

EC25/02: 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).

None

EC25/03: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).

To agree the [minutes](#) from the previous meeting held on 11th February 2025 as a true and accurate record of that meeting.

It was RESOLVED [For-against-abstain] [4-0-0] to agree the minutes from the meeting held on 11th February 2025 are a true and accurate record of that meeting.

Cllr Crawford signed the minutes.

EC25/04: To note Full Council resolution (Agenda item 24/150,c,ii)

It was RESOLVED 5-0-0 that the Events Committee be reconstituted as a Working Group, and that the previously circulated Draft Terms of Reference be adopted.

- a) **To consider how to sign these meeting minutes as a true and accurate record, once they are typed, as there will not be another “Committee” meeting.**

It was RESOLVED [4-0-0] for the chair to sign the minutes for this evening’s meeting (6th May 2025) at the first working group meeting.

- b) **To end this meeting as a committee, and to continue this meeting as a working group; as a working group, there will be no clerk and members are able to meet informally as and when required. Please see Events Working Group Terms of Reference.**

Terms of reference were circulated and will be made available to all members following this meeting, along with the event care plan documents prepared by the ATC.

Membership of the events working group was discussed, the working group membership will be confirmed at the first working group meeting, with the Cllrs Crawford, Fradley, Coulter and Dunn, 2 representatives from Chamber of Commerce and King’s School Chaplain. Other willing volunteers to be invited and the following was suggested:-

- All members of Chamber of Commerce.
- Representatives from St Mary’s Church.
- Bruton Primary PSA

This working group will be focused on organising both the late night Christmas Shoppnig and Remembrance Sunday Parade. The Remembrance Parade will usually need to start being organised from September (Road closure can be applied for in January by Officers). King’s school chaplain manages the bulk along with the parade master, and the Poppy appeal organiser, who will all need to be involved in this.

In terms of the Christmas event the following has already been organised:-

1. Road Closure
2. “Save the Date” invitations to previous stall holders.
3. BTC Insurance (stall holders will their own individual insurance also).
4. Road Closure Management has been booked.

The event care plans will detail the list of actions required, and the working group can establish individual roles within the working group.

The first working group meeting will need to include all those involved in both events and the date of this was agreed for Wednesday 11th June at 5:30pm, to be held at The Blue Ball (confirmed available). The ATC will share this information and will create a draft agenda for Cllrs to share with the working group.

ACTIONS:

ATC to pass copies of the Terms of Reference and the event care plans on to all members.

ATC to create a brief agenda for the first meeting.

Meeting ended at 8:20pm

END OF MINUTES