

Dear Councillors, you are summoned to attend the meeting of the Events Committee, to be held at The Hollies, 10 High Street, Loddon, NR14 6AH on Wednesday **22 November 2023 at 8.00pm**

Members of the public are welcome to attend in person and will be provided an opportunity for public participation under *Public Forum*.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

Signed: Emily Curtis (Parish Clerk)

Dated: 16 November 2023

Agenda

1. **Welcome and meeting etiquette. Note if anyone wishes to record the meeting**
2. **To receive any apologies for absence and consider accepting them**
3. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**
4. **To approve as a correct record, the minutes of the meeting held on the 27 September 2023**
6. **To receive an update on matters arising from previous meetings (not on this agenda) and actions from the last meeting:**
 - To book Jubilee Hall and L&CPF for the event AAO
 - To consider ideas for games stalls that were popular at previous events. JA/RM
 - To provide list of companies for raffle prizes. LB
 - To contact major attractions for raffle prizes. LM
 - To contact food vendors who may be interested in stalls. LM
 - To approach Loddon Choir about taking part in the event. LS
 - To cancel October & December meetings. AAO
7. **Public Forum**
8. **Finance Report**
 - 8.1: To approve the list of payments
 - 8.2: To consider the budget for the 2024 event
9. **To consider requesting tenders for an outside bar**
10. **To consider a name for the summer fete to be held on the 6 July 2024**
11. **To consider locations for placement of a tree to commemorate the Coronation**

12. To discuss the membership of the Task Groups

- Food & Beverage Task Group: Led by TBC
- Entertainment Task Group: Led by TBC
- Local Involvement & Marketing Task Group: Clerk
- General Logistics & Health & Safety: AAO
- Sponsorship/Fundraising Task Group: Led by TBC
- Raffle: Led by TBC

13. Items for the next agenda

14. To consider dates for future meetings

31 January 2024

28 February 2024

27 March 2024

24 April 2024

29 May 2024

26 June 2024

31 July 2024

28 August 2024

25 September 2024

30 October 2024

27 November 2024