

Events Committee - 31 January 2024

The Spring Event

- Sign in all those attending
- Share the Terms of Reference, ask for any feedback, sign off one copy.
- Appoint Chairperson for this Committee
- Appoint Secretary

Parish councillors have booked the weekend of 25-27 May 2024 for this event. The weekend is popular and we must secure our booking with the exact date, and allow the Memorial Hall to book others if possible.

There is a budget for this event, it is hoped that this event will grow and become one of two annual events, so a modest budget of £2k is a good starting point. If further funds are required then we can go back to council and ask for their approval to open up the budget further.

Proposal

- One day event on Monday 27 May is agreed, including set up times required.

Discussion points

- Open up a discussion around the event and how it might look, do we want to apply for a licence to serve alcohol?
- Gather the ideas we want to move forward with, ahead of taking them to the council for approval
- Allocate tasks to members of the committee
- Set the date of the next meeting

Booking the hall – confirmation of dates

Application for a Licence for the event / Telling the authorities we are having a local event / Apply for any road closures.