

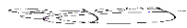
West Hunsbury Parish Council Community Events Committee



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To All Parish Councillors: I hereby summon you to attend a meeting of the **West Hunsbury Parish Council Community Events Committee Meeting** which will take place on **Monday 25th April 2022 at 6.15pm** at Parsons Meade Community Centre
All parishioners and members of the press are invited to attend.
Please be aware the meeting may be recorded.



Clerk, Fiona Young

AGENDA

- 22/027CE** To receive any apologies for absence and approve reasons for absence
- 22/028CE** To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda
- 22/029CE** Resolution to approve the minutes of the last Committee meeting on March 28th 2022
- 22/030CE** Jubilee Event
1. Entertainment update & schedule confirmation
 2. Stallholders
 - update on attendees
 - to agree additional stallholders advertising (if required)
 - allocation of stalls on site
 3. Advertising
 - To discuss & agree poster and / or flyers
 - To discuss & agree distribution of promotional literature
 - To agree a maximum budget
 4. Site set up plan
 - Timings
 - Decoration, including bunting etc
 - Equipment list
 - Chairs
 5. Stewards
 - Update on volunteer steward list
 - Discuss steward distribution
 - Volunteer advertising
 6. Insurance/Public Liability update
 7. Any additional items, for note only, no decisions made.
 8. Budget update
 9. Beacon update
 10. 2022 Events - Discuss further events for 2022

20.04.2022