

BRANSTON PARISH COUNCIL EXTRA ORDINARY MEETING - EVENTS AND COMMUNICATION COMMITTEE 11TH JULY, 2024, COMMENCING 6.30 P.M. CLAYS LANE SPORTS PAVILION

Summons

Members are summoned to attend the extra ordinary meeting of the Events and Communication Committee scheduled to take place on 11th July, 2024, at 6.30 p.m. at Clays Lane Sports Pavilion for the transaction of the business shown on the agenda below.

Public Participation

Members of the public and press are entitled to attend parish council meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings

Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting. If possible prior notice to speak needs to be given to the Clerk by 12 noon on the day of the meeting: clerk@branstonparishcouncil.gov.uk or 01283 533011.

Any issues raised during public participation, no resolution for action can be taken unless already identified on the agenda.

A record of attendees during public participation shall be recorded.

The public question time shall not exceed 15 minutes unless by resolution or at the discretion of the chairman. If a member of the public wishes to share a document with council, these documents must be submitted to clerk@branstonparishcouncil.gov.uk by noon on the day of the meeting.

The 7 principles of public life

Selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Members are reminded of their duty under the Code of Conduct.

Kay Lear

Mrs Kay Lear, Clerk/Proper Officer



**AGENDA EXTRA ORDINARY MEETING - EVENTS & COMMUNICATION COMMITTEE
THURSDAY 11TH JULY, 2024, COMMENCING 6.30 P.M. CLAYS LANE SPORTS PAVILION**

Public participation - A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

1. Election of Chairman
2. Declaration of acceptance of office
3. Apologies for absence
4. Declaration of interest and dispensations
5. Election of Vice Chairman
6. To consider minutes 23rd May 2024
7. Debrief of D Day Memorial Event and Concert
 - What worked well
 - What could be improved
 - What didn't work
 - Any additional thoughts
8. Party in the Park
 - To approve stall holders and entertainment
 - To discuss and approve acts to be booked, subject to budget
 - Committee to consider hire of stage/or create arena, subject to budget
 - Council to consider first aid, security, fire services
 - To approve design and quantity of banners to be ordered
 - To discuss who will open the event
 - Any additional thoughts
9. Aviation Lane Park Formal Opening
 - To discuss and agree format of the event
 - To discuss any possible planting required
10. Remembrance Sunday
 - To agree format for the event
 - To agree community groups to be invited
11. Christmas Light Switch On
 - To discuss plans for the event
 - Location of Christmas tree
 - Purchase of Christmas tree lights
 - Who will turn on the lights

Date of next meeting

Kay Lear

Kay Lear – Clerk/Proper Officer

3rd July 2024

