

**BRANSTON PARISH COUNCIL EVENTS AND COMMUNICATION  
COMMITTEE MEETING 11<sup>th</sup> DECEMBER, 2024, COMMENCING 6.30 P.M.  
CLAYS LANE SPORTS PAVILION**

**Summons**

Members are summoned to attend the next parish council meeting scheduled to take place on Wednesday 11<sup>th</sup> December 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](mailto: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](mailto: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 – BRANSTON PARISH COUNCIL EVENTS AND COMMUNICATION  
COMMITTEE MEETING WEDNESDAY 11<sup>TH</sup> DECEMBER 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. Apologies for absence
2. Declaration of interest and dispensations
3. To consider minutes of the last meeting
4. Christmas Tree Light Switch On 2024
  - Debrief of event, Good / Bad / Improve
5. Easter Event 2025
  - To agree timings of event suggest 12:00 noon to 15:00pm (same as this year)
  - To approve costs for Magical Mayhem – quote pending
  - To approve hire costs of inflatables and face painter from Abbies Inflatables – quote pending
  - To agree companies to reach out to for sponsorship of Golden Ticket prizes
  - To consider golden ticket prizes and suggest others
  - To consider to age restrict the event
  - To consider potential publicity ie banners and/or posters and/or notices
  - To consider purchase of high viz vests or other branding for attendees to wear
  - To consider how families will be registered
6. Festival of Remembrance Concert & Remembrance Sunday Parade 2025
  - To approve hire costs of Highland Bag piper to cover both events £553.50 (cost per event £276.75)
  - Discuss initial thoughts for format of Festival of Remembrance Concert
7. Christmas Tree Light Switch On 2025
  - To consider booking reindeer and helpers, but up to £1250 (£1500 gross)
  - To consider purchasing a mixing desk to support with Council PA system – quote pending from Cllr J David
  - To consider purchasing lapel microphones.
  - To consider purchasing additional microphone stand and clip to support
    - o [Microphone Stand](#) - £29.99
    - o [Microphone Clip](#) - £6.99

