



Kimberley Town Council

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9th May 2024

Dear Councillor

You are hereby summoned to attend a meeting of the **Events Committee** to be held on **Thursday 16th May 2024** in the Committee Room, Parish Hall, Newdigate Street, Kimberley, at **19.00**.
Please submit apologies to the Town Clerk by midday on the day of the meeting.

Members of the public and the press are entitled to attend this meeting as observers.

An agenda is set out below.

Yours faithfully

J Darbyshire

Town Clerk

AGENDA

EV/24/016 **Apologies for Absence**

EV/24/017 **Declarations of Interest**

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

EV/24/018 **Minutes of Events**

The Minutes of the Events meeting Thursday 4th April 2024 attached.

EV/24/019 **Public Question Time**

EV/24/020 **D-Day Beacons**

Approve delegation of refreshment procurement to Cllr T Rood and M Rood - £200 budget.

Approve D-Day backing soundtrack - select either radio broadcasts or WW2 songs.
Cllr T Rood

Set date for Chapel dressing - Wednesday 5th June during the day. Suggest bunting around Chapel, and use Flags around Cemetery Grounds? All are welcome.

Arrange Beacon to arrive at 7.00pm. Cllr T Rood to arrange.
Approve Risk Assessment and Event Management Plan.
Arrange Pipist to arrive for 8.15pm. Cllr N Dewsbury to arrange.
Set up of safety area, stage, beacon, PA and barriers - Cllr S Boneham and Cllr T Mason.
Report from Clerk on accepted invitations, response from Reverend. Extend Invitation to Royal British Legion, local groups, e.g. Scouts, Brownies, Sporting Clubs.

EV/24/021

Party in the Park

Report on attendance and payments. Cllr S Boneham
Report on Cherry Picker booking date. Cllr T Rood
Report on meeting with Historia Normannis and review proposed activities and schedule. Cllr S Boneham
Clerk to arrange the Maintenance Officer to erect roadside banners.
Set date for Party in Park meeting, late May.
Proposal from the Chair to make this event free entry to all.

EV/24/022

Christmas Market

To discuss the costs of running the Christmas Market, where savings can be made, and additional costs incurred. Spreadsheet attached.
To discuss what date would be the best for the event if ran by Kimberley Town Council.
To resolve decisions accordingly on whether to take-over the Christmas Market.
Proposal from Cllr S Boneham to request the Events committee secures £4,000 (from General Reserves) from Full Council at the May meeting.

EV/24/023

Special Event Insurance

To discuss our obligations and confirm we abide by the attached document for special event insurance.

EV/24/024

Feedback to Full Council

Cllr S Boneham to do a short feedback report to Full Council.

EV/24/025

Dates of Next Meetings

Finance - Thursday 23rd May 2024
Annual Council and Town - Thursday 30th May 2024

EV/24/026

Exclusion of Public and Press

RESOLVED that, under Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information.
No Excluded Items.