

Members of the **Blakeney Parish Council 'Events/Party on The Pastures Committee'** will meet on **Monday 7<sup>th</sup> August 2023 at 5pm** in either The Parish Office or The Scout Hut.

*All committee members are hereby summoned to attend.*

*Tracey Bayfield*

Clerk to Blakeney Parish Council

Dated: 1<sup>st</sup> August 2023

### **AGENDA for Monday 7<sup>th</sup> August 2023**

1. *To receive* **Apologies for absence.**
2. *To receive* **Declarations of Interest** from any committee member.
3. *To receive & approve* **Minutes** of the Events Committee meeting held on Tuesday 7<sup>th</sup> February 2023.
4. **Open Public Session** if required. (*Maximum of 15 minutes.*)
6. **Bookings** – *To receive, consider/update and confirm* additional information to include our bookings, and stall bookings. (General headings below, we will go into detail.)

<b>Music</b>
<b>Big Top/Stage</b>
<b>Entertainment</b>
<b>Dog Show</b>
<b>Food &amp; Drink</b>
<b>P.A. System &amp; Lighting</b>
<b>Charity Stalls</b>
<b>Publicity</b>
<b>Toilets</b>
<b>First Aid</b>
<b>Event Programme/Timings</b>
<b>Car Parking</b>
<b>Site Plan, Risk Assessments &amp; Insurance</b>
<b>Community Awards presentation</b>

7. *To consider* any items not covered above in relation to the **Event** which need to be addressed this evening or carried forward to the next meeting/agenda.

8. *To agree* **Date of next meeting.**

**Meeting closed.**