

Parish of HIGHAM FERRERS NOTICE OF MEETING OF COMMITTEE

NOTICE IS HEREBY GIVEN THAT ó

A Meeting of the Events Committee will be held at the **TOWN HALL, MARKET SQUARE, HIGHAM FERRERS** on **MONDAY** the **TWENTY-FIRST** day of **MARCH 2016** at **6 pm** in the evening.

The meeting will be open to the public unless the Council otherwise direct.

AGENDA

1. APOLOGIES

To receive and accept apologies for absence

2. DECLARATIONS OF INTEREST

To receive Declarations of Interest ó Disposable Pecuniary Interests or Other Interests and the nature of those interests relating to items on the agenda.

3. MINUTES

To approve and sign as a correct record the Minutes of the Meeting of the Events Committee held on 22nd February 2016 (copy herewith).

4. PUBLIC FORUM

To allow any member of the public to address the meeting for a period of no longer than three minutes each.

5. QUEEN'S 90th BIRTHDAY CELEBRATIONS

5.1 To receive an update from the working party i.e. confirmation on entertainment bookings through Rob Butler, stalls booked, timetable.

5.2 To agree advertising action plan

5.3 To agree expenditure on insurance to cover the celebration in the event of inclement weather (£142.22)

5.4 To agree the purchase of extra Union Jacks

5.5 Report back on help offered at the event

5.6 Update of budget for the event

6. ITEMS TO REPORT

To report on any items not included on the agenda. No decisions can be taken under this item.

7. DATE OF NEXT MEETING

Suggested date Monday 18th April at 6 p.m. ó to be agreed

Signed

Sandra Mitcham

Town Clerk (BA (Hons), FILCM

11th March 2016