



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Thorpe Street, Raunds, Northamptonshire. NN9 6LT
Telephone: (01933) 622 087, Fax: (01933) 622 622
E-mail:- info@raunds-tc.go.uk, Website: www.raunds-tc.gov.uk

17 April 2018

Dear Events Committee members,

You are summoned to attend a meeting of the **Events Committee of Raunds Town Council** to be held in the Council Chamber, The Hall, Thorpe Street, Raunds on **Wednesday 25th April 2018 at 7.30pm**. Press & Public welcome.

Kate Houlihan
Clerk to the Council

AGENDA

- 693.17 To Receive Apologies For Absence.**
- 694.17 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
- 695.17 Notification of members questions in compliance with the councils standing orders.**
- 696.17 Declarations of Interest.**
COMMITTEE MEMBERS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM
- 697.17 Minutes:** confirm the minutes of the Events Committee meeting held 27 March 2018
- 698.17 To receive a verbal update from the working groups and to agree the next steps.**
- a) To receive an update from the sponsorship working group.
 - b) To receive an update from the volunteers working group.
 - c) To receive an update from the entertainment working group.
 - d) To receive an update from the stalls working group.
- 699.17 Mayors Show 2018:** To receive verbal updates on the following:
- a) update on parking restrictions on Marshalls Road for the duration of the event (including details of permit arrangements)
 - b) to agree the final design of promotional materials for the event.
 - c) to agree the final poster for the cake competition.
 - d) to agree details for the children's races.
 - e) to note the layout for the event (to be displayed at meeting)
 - f) to receive information on charity fundraising at the event
 - g) to receive the draft safety briefing for the event

- h) to receive the running order for the event
- i) Project Plan: to receive the project plan for the mayors show, including costings for the event. (copy to follow)

700.17 Covered Seating Area: to receive a draft program of events for the covered seating area.