



RAUNDS TOWN COUNCIL

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24 October 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 Tuesday 30th October 2018 at 7:30pm. Press & Public welcome.

Kate Houlihan
Clerk to the Council

AGENDA

- 386.18 To Receive Apologies for Absence.**
- 387.18 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
- 388.18 Notification of members questions in compliance with the councils standing orders.**
- 389.18 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
- 390.18 Minutes: confirm the minutes of the Events Committee meeting held 25 September 2018**
- 391.18 Halloween Party**
 - a. To confirm arrangements for the Halloween Party
- 392.18 Firework Event**
 - to confirm the arrangements for the contract and insurance.
 - a. to approve the infrastructure for the event
 - b. to consider arrangements for Marshalling the event
- 393.18 Remembrance Sunday**
 - a. To confirm arrangements for the parade, including road closures and marshalls.
 - b. To confirm arrangements to create the bank of poppies and add poppies to The Square.
 - c. To confirm the arrangements for unveiling the roll of honour and the plaque presented to the town from the legion.
 - d. To confirm arrangements for the reception at Saxon Hall
 - e. To confirm arrangements for the lighting of the Beacon

394.18 Christmas Events (Other):

- a. **Christmas Trail:** To note the participants in the 2018 Christmas Trail event.
- b. **Christmas Wreath:** To note participants in the 2018 Christmas Wreath competition.
- c. **Christmas Shopping Evening:** To consider arrangements for the Christmas shopping evening.
- d. **Christmas Tree Festival:** to receive information regarding the Tree Festival at the Methodist Church.

395.18 Christmas Lights Switch-On

- a. **Promotion of event:** To approve promotional materials for the event.
- b. **Infrastructure:** To receive a verbal report from the lighting contractor regarding works being carried out for the 2018 displays.
- c. **Health and Safety of Event:** To review health and safety information for the day including road closures, set-up/breakdown, marshalling and risk assessments.
- d. **Project Planner:** To review the project planner for the Christmas Lights event (copy to follow)
- e. **Stalls:** to review the stalls and the promotion of stalls for the event.
- f. **Acts** – To review the acts for the event and to consider any additions required.
- g. **Other attractions:** To review other attractions for the event, including the Parade, Fair and grotto.
- h. **Children's Drawing Competition:** To receive an update on the Children's drawing competition.

396.18 Festival of Transport: To note the request from the Festival of Transport to hold the event on 31 August 2019.

397.18 Mayors Show 2019: To consider attractions for the Mayors Show 2019.

398.18 Raunds Summer Picnic 2019: To consider the type of entertainment required for the 2019 event.

399.18 What's on Postcard: To consider creating a What's On postcard for 2019.

400.18 Events Budget Review and Planning:

- a. To review progress against the 2018/2019 budget (information herewith)
- b. To consider the 2019/2020 budget.