



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

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Events Committee Chairman:

Cllr. T. Carter

Events Committee Members:

Cllr. P. Chelmsford

Cllr. S. Martin

Cllr. A. Styles

Cllr. J Waight

Members of the Events Committee are hereby summoned to attend the online Events Committee meeting on Wednesday 21st July 2021 at 7.30pm for the purpose of transacting the following business. **Members of the press and public are welcome to attend and should contact the Clerk before 3pm on the day of the meeting to request access to the online meeting.**

K Holland

Mrs Kelly Holland
Clerk to Hockley Parish Council

15th July 2021

EVENTS COMMITTEE MEETING ON WEDNESDAY 21st JULY 2021

AGENDA

1. **Election of Committee Vice Chairperson**
2. **Apologies for absence**
3. **To receive member's declarations of interests in items on the agenda**
4. **Public Participation session**
There will be 15 minutes available for this session where members of the public may speak regarding items on the agenda. A maximum of 3 minutes per speaker will be permitted.

DECISION ITEMS

5. **Festive Event**
 - (a) To note that the Event Manager has been instructed and will endeavour to attend future meetings.
 - (b) To note that the relevant procedural paperwork was being prepared by the office.
 - (c) To consider the information relating to the drone display.
 - (d) To discuss ways to include local schools in the celebrations.
 - (e) To decide whether to have the Santa's Grotto.
 - (f) To discuss event sponsorship.
 - (g) Previously, the Council have hired personalised road diversion signs from the AA (as is the procedure for other local authorities) for the road closure. Members to discuss diversion signage required for the event.
 - (h) To consider any other arrangements that are needed at this time.

6. Calendar of events

- (a) To discuss potential events and timing for the events.
- (b) To prepare financial implications for the proposed events.

7. Meeting frequency

To consider holding meetings on the scheduled dates for the Festive Lights Sub Committee and whether additional meetings may be required.

8. Publicity

To discuss ways to publicise events.

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| FOR NOTING |
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9. Items for next agenda

10. Date of future meetings

The next meeting of the Events Committee is Tuesday 21st September 2021.