



## HOCKLEY PARISH COUNCIL

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

Telephone: 01702 207707 e-mail: [enquiries@hockley-essex.gov.uk](mailto:enquiries@hockley-essex.gov.uk)

Website: [hockley-essex.gov.uk](http://hockley-essex.gov.uk)

**Events Committee Chairman:**

Cllr. T. Carter

**Events Committee Members:**

Cllr. P. Chelmsford

Cllr. S. Chelmsford

Cllr. S. Martin

Cllr. S. Reed

Cllr. A. Styles

Cllr. J Waight

Members of the Events Committee are hereby summoned to attend the Committee meeting held at The Old Fire Station, 58 Southend Road, Hockley on Tuesday 7<sup>th</sup> September 2021 at 7.30pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

*K Holland*

Mrs Kelly Holland  
Clerk to Hockley Parish Council

1<sup>st</sup> September 2021

### EVENTS COMMITTEE MEETING ON TUESDAY 7<sup>th</sup> SEPTEMBER 2021

#### AGENDA

1. **Apologies for absence**
2. **Minutes**  
Acceptance of the minutes from the meeting dated 21<sup>st</sup> July 2021 (previously circulated).
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.
5. **To receive an event planning update from office staff and Event Manager.**

#### DECISION ITEMS

6. **Festive Event**
  - (a) Due to Covid-19 restrictions, members to consider that the Christmas Celebration event will be a 'festive fair' style event with children's rides, food/game stalls and street entertainment.
  - (b) To determine which councillors will act as a leading councillor to work with officers for the following areas of event planning:
    - (i) Stall holders
    - (ii) Street Entertainment
    - (iii) Liaising with local churches
    - (iv) Children's competition
    - (v) Sponsorship.
    - (vi) Volunteers
    - (vii) Children's rides

*Hockley Parish Council is committed to being a council with a brave forward vision to create and maintain a vibrant and inclusive community in Hockley*

- (viii) Advertising
- (ix) Emergency Service Liaison
- (x) Party Gifts
- (xi) Santa's Grotto

- (c) To consider the quotations for the market stalls ([appendix 1](#)).
- (d) To consider the quotations for medical provision ([appendix 2](#)).
- (e) To consider sponsorship for this and future events.
- (f) To approve the draft sponsorship letter ([appendix 3](#)).
- (g) The office have contacted three companies for entertainment. Two companies are unable to assist, no response had been received from the other. Members to decide how to proceed.
- (h) To discuss options for a firework display finale.

**7. To consider any other information needed for the Festive Event at this time.**

**8. To discuss next year's budget.**

**9. To discuss future events.**

<b>FOR NOTING</b>
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**10. Items for next agenda**

**11. Date of future meetings**

The next meeting of the Events Committee is Tuesday 21<sup>st</sup> September 2021.