

Members of the **Blakeney Parish Council 'Events/Party on The Pastures Committee'** will meet on **Wednesday 21st November 2018 at 10:00am** in The Parish Office.

All committee members are hereby summoned to attend.

Tracey Bayfield

Clerk to Blakeney Parish Council

Dated: 15th November 2018

AGENDA for Wednesday 21st November 2018

1. To receive **Apologies for absence** – Shirley Everett & Judy Pegden.
2. To receive **Declarations of Interest** from any committee member.
3. To receive & approve the **Minutes** of the meeting held on Wednesday 8th August 2018.
4. To consider notes from the informal **Wash up meeting** and agree any actions.
5. **Open Public Session** if required. (*Maximum of 15 minutes.*)
6. The Parish Council are happy for this to become an annual event, so **2019 Event Date** to be agreed. Having taken into account Carnivals and other big local events, the date recommended is **Sunday 18th August 2019**.
7. To consider **Budget** to be requested from Blakeney Parish Council.

Bookings – *To receive, consider and confirm* additional information to include our bookings, and stall bookings. (General headings below.)

Time of Event – Start and end time
Events Marquee – Do we hire one in and charge appropriate pitch fees
Cancellation Policy
Pitch Fees – for all: Catering outlets, Stallholders, Car boots, Charities, etc
Music
Stage/Big Top
Entertainment
Dog Show
Food & Drink
P.A. System & Lighting
Charity Stalls
Publicity
Toilets
First Aid
Event Programme/Timings
Car Parking

Site Plan, Risk Assessments & Insurance
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8. *To consider* any items not covered above in relation to the **Event** which need to be addressed this evening or carried forward to the next meeting/agenda.

9. *To agree* **Date of next meeting**.

Meeting closed.