



DEEPING ST JAMES PARISH COUNCIL

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[//parishes.lincolnshire.gov.uk/deepingstjames](http://parishes.lincolnshire.gov.uk/deepingstjames)

Parish Clerk: Julie Fortnum

Minutes of the meeting of the Events Committee to be held at 8pm on Thursday 4 October 2018 in the meeting room at the Institute.

Present: Councillors Bowell, Dilks, Green, Hall, Halls, Stevens and Thomas

The minutes were taken by the Clerk

1.19 To elect a Chairperson

It was proposed seconded and **RESOLVED** that Councillor Stevens would remain the Chair.

2.19 To receive apologies of absence.

Apologies had been received and were accepted by Councillor Ward.

3.19 To receive declarations of interest.

None received.

4.19 To agree the minutes of previous meeting held on Thursday 17 May 2018.

Agreed and signed as a true copy.

5.19 To receive a report of progress in relation to matters arising from the minutes not dealt with elsewhere on the agenda.

6.19 To finalise the details of the following remembrance events:

- The opening and closing of the Garden of Remembrance on Sunday 4 and Sunday 18 November 2018

Four of the committee had just attended a meeting of the Garden of Remembrance working party with representatives from Market Deeping Town Council where the order of events and refreshments had been discussed.

A Bugler/Trumpeter would be contacted (AB/JS)

- 100 years on Music Hall on 10 November 2018

An update of what had been arranged/agreed so far was provided by the Clerk and Councillor Stevens.

It was then agreed that the following needed to be completed in order for this event to succeed:

Flags and bunting to be purchased (Office Staff)

Contact the School to change the hours of use on the Hall hire agreement from a 6pm start to a 2pm start and also ask about the availability/charge for Caretaking staff helping set up the Hall (Office Staff)

Speak to a representative of the group providing the entertainment to obtain a programme of the event and words to the songs being sung so that an appropriate could be agreed for the Royal British Legion to include the Act of Homage and raise the Standards and also so that song sheets could be provided to encourage audience participation (Office Staff)

Raffle prizes to be found (JS/JT)

Letters to be issued to invite representatives from Councils, Schools community organisations and Care Homes to purchase tickets and encourage period costume dress up (JS/Office Staff)

- **Battle's Over A Nation's Tribute on 11 November 2018**

Bugler/Trumpeter would be contacted (AB/JS)

Purchase bunting and flags (Office Staff)

Print song sheets (Office Staff)

Safety netting to be sourced or purchased (Office Staff)

Arrange for the Beacon to be filled (Office Staff)

Agree who would/how to light the beacon and arrange First Aid cover (JS/Office Staff)

Source a hot food provider to attend (JT)

Set up gazebo, generator, lights and PA system (LG)

Contact DSJPC Councillors to ask them to act as Stewards (Office Staff)

7.19 To consider what is required to assist the Friends of Jubilee Park in organising this year's Christmas Carol singing.

It was agreed to defer this item to the next meeting.

8.19 To agree the date of the next meeting.

TBA