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| **Frampton Cotterell Parish Council** |  | **The Brockeridge Centre****Woodend Road****Frampton Cotterell****Bristol**BS36 2LQ |

 12th October 2022

An ORDINARY MEETING of the **EVENTS COMMITTEE** will be held on Tuesday 18th October 2022 at 7.00pm at the Brockeridge Centre and the following business will be transacted. All Committee Members are summoned to attend.

Kind Regards

*J Allan & J Webb*

Reception/Administrative Officer to the Parish Council

**1 APOLOGIES FOR ABSENCE
 MOTION: To note apologies for absence.**

**2 DECLARATIONS OF INTEREST and DISPENSATIONS**With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required, and request any dispensations, under the Localism Act 2011.

**3 ELECTIONS OF CHAIR AND VICE CHAIR**

 **MOTION: Committee to elect a Chairman and Vice Chair**

**4 TERMS OF REFERENCE**

 **MOTION: Committee to approve the Terms of Reference for the Events Committee**

**5 MINUTES OF THE PREVIOUS MEETING (24th March 2022)
MOTION: Committee to approve and sign the minutes of the previous meeting.**

**6 OPEN MEETING**Public participation: Members of the public will be invited to speak and/or question the Committee on issues relating to this agenda or raise issues for future consideration. The period designated for public participation at a meeting in accordance with the Council’s Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the chairman of the meeting.

**7 COMMUNITY AWARDS AND VOLUNTEER THANK YOU EVENT**

MOTION: Committee to approve:

* revised criteria for community awards.
* rewards and prizes for awards.
* review list of volunteer groups to invite.
* to agree date, time, and location for event.

**8 SCARECROW TRAIL**

MOTION: Committee to agree prizes.

**9** **CHRISTMAS EVENTS**

MOTION: Committee to discuss the E-Card and Carols Around the Tree.

**10 CALENDAR OF EVENTS**

 **MOTION: Committee to consider annual events and ensure a balanced spread across the year.**

**11 FOOD SHARE**

 **Staff to update.**

**Members of the public and press are very welcome to attend.**