

Swillington Village Council
Clerk: Mrs K Goodare
Swillington Village Hall, Church Lane, Swillington, LS26 8DX
Email: clerk@swillingtonvillagecouncil.gov.uk



27th June 2023

You are invited to attend the next meeting of Swillington Village Council Events Committee, to be held on **TUESDAY 1ST AUGUST 2023** at 6.30pm in Swillington Village Hall.

A handwritten signature in black ink, appearing to be "Ke", written in a cursive style.

Mrs K Goodare (Clerk)

AGENDA

Part 1

1. To appoint a chair of the committee.
2. To appoint a vice-chair of the committee.
3. Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting.
4. 4.1 To receive apologies.
4.2. To approve reasons for absence given by councillors.
5. 5.1 To receive declarations of interest from councillors on items on the agenda.
5.2 To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests.
5.3 To receive, consider and decide upon any applications for dispensation.

Part 2 – Autumn Events – final details

6. Little Cinema (23/09)
 - 6.1 To consider and decide on the film to be shown and timings for the event
 - 6.2 To consider and decide on methods for marketing the event
 - 6.3 To consider and decide on the arrangements for refreshments
 - 6.4 To consider legal requirements and to consider the completion of a risk management plan for the event
 - 6.5 To consider and decide on a final budget for the event to be approved by the full council at its next meeting
7. Songs by Candlelight (21/10)
 - 7.1 To confirm the church booking and invoicing
 - 7.2 To confirm the entertainment and costs
 - 7.3 To consider and decide the charge for the event, arrangements for ticket printing & distribution, and costs

- 7.4 To consider and decide on methods for marketing the event & costs
- 7.5 To consider legal requirements and to consider the completion of a risk management plan for the event
- 7.6 To consider and decide on a final budget for the event to be approved by the full council at its next meeting

8. Little Cinema (28/10)

- 8.1 To consider and decide on the film to be shown and timings for the event
- 8.2 To consider and decide on methods for marketing the event
- 8.3 To consider and decide on the arrangements for refreshments
- 8.4 To consider legal requirements and to consider the completion of a risk management plan for the event
- 8.5 To consider and decide on a final budget for the event to be approved by the full council at its next meeting

9. Christmas Lights Switch-On Evening (25/11)

- 9.1 To consider and decide on a date change for the lights switch-on from 18/11 to 25/11
- 9.2 To consider and decide on the film to be shown and timings for the event
- 9.3 To consider and decide on the arrangements for refreshments
- 9.4 To consider and decide on methods for marketing the event & costs
- 9.5 To consider legal requirements and to consider the completion of a risk management plan for the event
- 9.6 To consider and decide on a final budget for the event to be approved by the full council at its next meeting

Part 3 – Winter Events – ongoing tasks

10. Christmas event 09/12

- 10.1 To consider and decide on bookings for a performer (Santa)
- 10.2 To consider and decide on the gift/confectionery and the arrangements for this
- 10.3 To consider and decide on methods for marketing the event
- 10.4 To consider legal requirements and to consider the completion of a risk management plan for the event
- 10.5 To consider and decide on a final budget for the event to be approved by the full council at its next meeting

11. Little Cinema 20/01

- 11.1 To consider and decide on the film to be shown and timings for the event
- 11.2 To consider and decide on methods for marketing the event
- 11.3 To consider and decide on the arrangements for refreshments
- 11.4 To consider legal requirements and to consider the completion of a risk management plan for the event
- 11.5 To consider and decide on a final budget for the event to be approved by the full council at its next meeting

12. Quartet 10/02

- 12.1 To confirm the church booking and invoicing
- 12.2 To confirm the entertainment and costs
- 12.3 To consider and decide on refreshments for the event and costs
- 12.4 To consider and decide the charge for the event, arrangements for ticket printing and distribution, and costs
- 12.5 To consider and decide on methods for marketing the event and costs
- 12.6 To consider legal requirements and to consider the completion of a risk management plan for the event
- 12.7 To consider and decide on a final budget for the event to be approved by the full council at its next meeting

Part 4 – Spring Events – ideas, dates and budget requests

13. To consider and decide on the following events including a date and a likely budget request for full council consideration:

- 13.1 Easter egg hunt
- 13.2 Scarecrow trail

14. To receive and consider any other event ideas from councillors for Spring 2024

Part 5 – Other Correspondence Received

15. Leeds Summer city of culture – to consider and decide if the committee wish to mark with an event

16. D-Day 80th anniversary 6th June 2024

- 16.1 To consider and decide on the committee's recommendation to full council regarding a beacon purchase
- 16.2 To consider and decide on an event to mark the occasion on the following weekend, including but not limited to a 1940s-themed event

Part 6

17. To notify the clerk of matters for inclusion on the agenda of the next meeting

18. To confirm the date of the next meeting