

**BRANSTON PARISH COUNCIL COMMUNICATION AND EVENTS COMMITTEE MEETING,  
TUESDAY 3<sup>RD</sup> OCTOBER, 2023, 7.00 P.M. CLAYS LANE SPORTS PAVILION**

**Summons**

Members of the Communication and Events Committee are summoned to attend the next meeting scheduled to take place on Tuesday, 3<sup>rd</sup> October, 2023, commencing at 7.00 p.m. at Clays Lane Sports Pavilion for the transaction of the business shown on the agenda below.

**Public Participation**

Members of the public and press are entitled to attend parish council meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings

Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting. If possible prior notice to speak needs to be given to the Clerk by 12 noon on the day of the meeting: [clerk@branstonparishcouncil.gov.uk](mailto:clerk@branstonparishcouncil.gov.uk) or 01283 533011.

Any issues raised during public participation, no resolution for action can be taken unless already identified on the agenda.

A record of attendees during public participation shall be recorded.

The public question time shall not exceed 15 minutes unless by resolution or at the discretion of the chairman. If a member of the public wishes to share a document with council, these documents must be submitted to [clerk@branstonparishcouncil.gov.uk](mailto:clerk@branstonparishcouncil.gov.uk) by noon on the day of the meeting.

**The 7 principles of public life**

Selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Members are reminded of their duty under the Code of Conduct.

*Kay Lear*

Mrs Kay Lear, Clerk/Proper Officer



**AGENDA – BRANSTON PARISH COUNCIL COMMUNICATION AND  
EVENTS COMMITTEE MEETING  
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**Public participation** - A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

1. Apologies for absence
2. Declaration of interest and dispensations
3. To approve minutes of the last meeting
4. Debrief a Family Fun Day 2023
  - a. To review the event to look at positive, negative and improvements. Along with correspondents which have been sent by stall holder.
5. Sunday Remembrance Service
  - a. Consider contacting Branston Scouts to discuss arrangements.
  - b. Contact to be made with Capt Rev Collier re programme of events.
  - c. Contact to be made with Buglar to confirm attendance.
  - d. Contact to be made with Trumpet Player to confirm attendance.
  - e. Consider approaching local businesses if they would like to lay a wreath of remembrance.
  - f. To explore the need for x2 additional diversion signs
6. Christmas Event
  - a. Consider proposal to purchase a Christmas tree which can be placed by the Blacksmith Arms who has already agreed to supply power.
  - b. Consider the purchase of lights for the tree
  - c. Contact local primary school to see if they would like the children to create decorations.
  - d. Explore the options of Carol Singers or performers.
  - e. Offer received from Blacksmith Arms to provide street food and Festive Drinks
  - f. Secure a date and time of Event
  - g. Proposal to ask Travis Perkins if they will support with loaning queue barriers.
  - h. Consider the purchase of 3 banners wishing the community a Merry Christmas from Branston Parish Council
7. D Day Concert & Food Festival
  - a. Receive an update on the quote currently received.
  - b. Discuss proposal of approx. budget required

*Kay Lear*

