



Minutes of the Events Committee meeting held on Thursday 30 July 2026
at 10:30am

Present Councillor Liley (Chair) & Councillors, Mander & Swiers. Richard Westagth (Clerk).

1. **Notice of meeting** – It was **RESOLVED** that public notice of the meeting had been given in accordance with schedule 12para(10)2(b) of the Local Government Act 1972. **152/26**
2. **Apologies** – received from Councillor Lockyer. It was **RESOLVED** the apology be accepted. **153/26**
3. **Declarations of Interests:** No declarations made.
4. **Public Participation:** None.
5. **Minutes** of the meeting held 11th June 2026. It was **RESOLVED** the minutes having been circulated, be taken as read and approved and were signed by the chair as a correct record. **154/26**
6. **Event Health & Safety** – Following discussion and review of the Event Health & Safety templates following the recent events, it was **RESOLVED** that the current arrangements remained appropriate, and no amendments were required at this time. **155/26**
7. **Publicity of Parish Council Events** - A verbal report was given by the Clerk on Zoho campaigns and after discussion it was **RESOLVED to grant delegated authority to the Clerk to implement the approved email subscription system and undertake the necessary website configuration.** **156/26**
Councillors also discussed other options to increase publicity for council events, and it was agreed:
 - Cllr Liley to look at the options for purchasing promotional stakes to put out just before each event and to deliver printed posters to local groups, organisations and shops.
 - Cllr Swiers to enquiry about putting promotional posters in the St John estate noticeboard and purchasing reusable promotional banners.
 - Cllr Mander to look at promoting future events on the local radio station website and online booking options/costs.
8. **Review of Past Events** – Councillor Liley gave a verbal report on the last two events, the Dog Show and Fun Run (39 runners), which were both well attended, we need to recruit more volunteers, improve publicity to increase numbers, no health & safety or safeguarding concerns were noted and thanks were given to Jasmin Townsend for her role as anchor at the back of the race and to Dave Baldwin for bringing the running club and his support on the day.
After discussion, it was **RESOLVED to grant delegated authority to the clerk to purchase three straps for the First Aid kits at a cost of up to £6.00 each and a mix of A5 and A5 plastic poster holders up to a cost of £40.00.**
9. **Up and Coming Events** **157/26**
 - **Bingo Event** - Following discussion, it was **RESOLVED** that the event would be subject to a **£6.50 entry fee. All income received from the event shall be banked in full, in accordance with the Council's Financial Regulations and approved risk assessment, with no deductions made prior to banking.** **158/26**
Following banking and final reconciliation of all event income and direct event expenditure, the net surplus generated by the event shall be calculated and donated to the Motor Neurone Disease Association (MND).

It was also **RESOLVED** to approve the Bingo Event Risk Assessment, which was circulated prior to the meeting.

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Councillors Liley & Swiers also kindly agreed to source donated prizes and arrange the purchase of catering supplies (including pies, peas, gravy, paper plates and wooden knife and forks) for 60 people.

- **Craft Show** – Councillors discussed the categories and application form, and it was agreed that the Clerk would circulate an updated version. It was also agreed that set up would be from 9.30am and that the children's categories would be amended depending on the number of entries.

- 10. Future Events** - Councillor Liley gave a brief overview of the up-and-coming events. Councillors discussed the need to become more proactive and plan things in advance so we can both recruit new volunteers and Councillors had longer to prepare.

After discussion, it was **RESOLVED** to approve expenditure of £538.80 for the Halloween Event (31/10/2026) and £538.80 for the Christmas Event (12/12/2026), payable to DNS Kids, with payment to be made through the Council's next scheduled payment run.

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Future event dates:

- **Adult Silent Disco** TBC
- **Halloween Party x 2** 31st October 2026
- **Remembrance Sunday** 8th November 2026
- **Remembrance Day** Cayton Cemetery 11th November 2026
- **Christmas Party x 2** 12th December 2026
- **Decorated Property Competition** 14th & 17th December.
- **Carol Service** 16th December 2026

- 11. Time and date of the next meeting** – 15th September 2026 at 10.30am

Signed ...*J Liley*..... Date15/09/2026.....