

NOTE: filming, photographing or audio recording of proceedings is allowed – council asks that, as a matter of politeness, people tell the Clerk of their intention to record. In the interests of encouraging public participation, it is requested that anyone filming does not include members of the public “in shot”.



Cayton Parish Council
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2 September 2026

To All Members of Cayton Parish Council, the Public and Press

Dear Member

You are hereby summoned to attend an Events Committee meeting to be held on Tuesday 8th September 2026 at 10:30am in the committee room at the Jubilee Hall Cayton.

Richard Westgarth

Clerk Cayton Parish Council

AGENDA

- 1 Notice of meeting – to confirm that public notice of the meeting has been given in accordance with Schedule 12, par 10(2) of the Local Government Act 1972.**
- 2 Apologies** To note apologies and approve the reasons for absence.
- 3 Declaration of Interests** to receive declarations of interest by councillors and to approve any written applications for dispensations.
- 4 Public Participation** - Members of the public can speak for a maximum of 3 minutes each and overall, the allocated time is 15 minutes.
- 5 Minutes** - to approve and sign the minutes of the meeting held on 30 July 2026 as a correct record.
- 6 Review of Past Events** - To receive a report from Councillor Liley and Councillor feedback regarding the Charity Bingo evening, including lessons learned, event performance, health and safety matters and recommendations for future bingo events, and to discuss & decide any appropriate action.
- 7 Terms of Reference** – To receive information from the Clerk, consider the matters arising, and agree any actions or recommendations to be referred to Full Council for ratification.
- 8 Cayton News** – To consider the arrangements for the publication and delivery of *Cayton News* and resolve any necessary actions, including publication arrangements, responsibilities and associated timescales.
- 9 Up and Coming Events** – To discuss arrangements for upcoming Parish Council events, including publicity, Event Management Plan, refreshments, prizes, risk assessment, setting up and application forms, and to decide any actions necessary to support the delivery of the following events:
 - Craft Show
 - Halloween
 - Christmas Party
 - Carol Singing

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- Decorated Property
- Remembrance Sunday & Remembrance Day

10 Future Events – To consider and discuss preliminary arrangements for forthcoming Parish Council events, including event objectives, timescales, external contractors, publicity, costs, resources, health and safety requirements and volunteer support, and to decide any actions required to facilitate timely planning and delivery. Including:

- National spring clean (March 2027)
- Children’s Easter Egg Event
- Decorated Front Door Competition
- Adult Silent Disco

11 Date of next meeting to discuss and agree the time & date of the next meeting.

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