Cayton Parish Council
Jubilee Hall, Main Street, Cayton, Scarborough, YO11 3TF
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14 October 2026

Dear Councillor, you are summoned to attend the next Event Committee meeting of Cayton Parish Council to be held on Monday 19th October 2026 at 11:30am in the Jubilee Hall, Main Street, Cayton.

Richard Westgarth Clerk to 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, Declarations of Interest and Dispensations**
- To receive apologies for absence and record these in the minutes
- To consider the approval of reasons for absence given by councillors.
- To receive, consider and decide upon any applications for dispensation
- To receive any declarations of interest not already declared under the Councils Code of Conduct or a members Register of Disclosable Pecuniary Interests.

3 **Public Question Time -**To receive & hear any person who wishes to address the council. The chairman will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes.

4 **Minutes** - To confirm the minutes of the meeting held on 15th September 2026 as a true and correct record.

5 **Review of Past Events** - To receive a report from Councillor Liley and Councillor feedback regarding the Craft & Produce Show, including lessons learned, event performance, health and safety matters and recommendations for events, and to discuss & decide any appropriate action.

6 **Up and Coming Events** – To discuss arrangements for upcoming Parish Council events, including publicity, Event Management Plan, refreshments, prizes, setting up and application forms, and to decide any actions necessary to support the delivery of the following events:
- Halloween
- Christmas Party
- Carol Singing
- Decorated Property

7 **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
- Remembrance Sunday & Remembrance Day

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

Note:

2026 EVENTS

- Children's Halloween Parties 11am & 2pm Saturday 31st October 2026
- Filey Remembrance Day Service 8th November 2026
- Remembrance Day Cayton Cemetery Wednesday 11th November 11am.
- Bingo Event Saturday 6pm 14th November 2026
- Children's Christmas Parties 11am & 2pm Saturday 12th December 2026
- Decorate Property Competition pre-judging Monday 14th& Final judging Thursday 17thDecember 2026
- Carol Singing at the Star Inn Wednesday 16th December 2026

2027 EVENTS

- Bingo Event Thursday 6pm 11th February 2027
- Village Spring Clean Saturday 13th March 2027
- Children's Easter activity Tuesday 23h March 2027
- Adult Silent Disco – date to be confirmed
- Produce & Craft Event – date to be confirmed
- Pop up Cinema – date to be confirmed