



EAST PECKHAM PARISH COUNCIL

The Parish Office, East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent
TN12 5BT

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East Peckham Parish Council's Events Sub Committee Meeting held on **Wednesday 28th June 2023** at 6.30 p.m. in the Meeting / Committee Room at the Jubilee Hall, Pippin Road, East Peckham, TN12 5BT.

June 2023 M. Piscina Parish Clerk of the Council

Minutes

- 1 Apologies for absence:
None – all in attendance
- 2 To approve the minutes of the meeting held on 21st February 2023.
- 3 **Mop up discussion for Coronation Event**
Main points covered: Need for more entertainment; it was felt the Cream Teas process was too complicated on this occasion; Ice cream vendor needed two people to keep the line moving faster, more volunteers required for set up and clear down.
- 4 **Events budget remaining for rest of year (to determine the following)**
 - 4.1 - Potential Halloween event - Date confirmed as Saturday 28th October.
M. Joannes to plan with support from D. Seal
 - 4.2 - Potential Firework event – deferred until spoken to EPPS PTA
- 5 **Christmas lights Switch On event - potential date 1st Dec**
The event date was confirmed as 1st Dec for the Christmas Light Switch On event.
L. Browning to take lead on this and will put up a post looking for one main sponsor.
Pitches for stalls will be advertised and managed in due course (advertising to commence in September) L. Browning to do.
DJ – TBC by L. Browning
PA System- For choirs. Lisa to determine where Jackie is with this.
Unsure on budget, but not anticipation large costs except Xmas light, to be discussed at next council meeting due to the outstanding expenses from 2022.
- 6 **New Christmas Lights installer**
M. Barton will gather quotes for Xmas light installations ready for next events meeting in July.
These will be reviewed and decided upon and then taken to full council for approval.
- 7 **Expenses procedures**
It was stated Committee members can source quotes but any
- 8 **Events Committee - role and responsibilities at events**
It was agreed more help was needed

9 80th Anniversary D-Day Celebrations

Deferred

10 Any other matters to be discussed at the next meeting.

Next meeting date – proposed date of 19th July at 6.15pm 2023