



EAST PECKHAM PARISH COUNCIL

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

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To Members of East Peckham Parish Council's Events Sub Committee Meeting

You are requested to attend a meeting of the committee on **Wednesday 8th May 2024** at 6.30 p.m. in the Meeting / Committee Room at the Jubilee Hall, Pippin Road, East Peckham, TN12 5BT.

13th May 2024

J. Perretta

Assistant Clerk of the Council

Minutes

1 **Apologies for absence:** Councillor D. Fairless

Present ; Councillors M. Joannes, M. Williams, D. Seal, A. Courtney- Jones, Assistant Clerk J. Perretta & 2 x Holy Trinity representatives

2 **To approve the minutes of the meeting held on – 13th February 2024.**

Proposed; M. Joannes **Seconded;** A. Courtney-Jones **Show of hands**

3 **To discuss the lighting of the Beacon and bell ringing on D Day – 6th June:**

3.1: Confirm timings; The lighting of the Beacon will be at 9.15pm at St Michaels church, along with a small speech from a Parish Councillor.

3.2: Confirm Beacon safety & risk assessment requirements; A Risk assessment has been accepted by the Church Conservation Trust representative. The Beacon will be tested prior to being lit on the 6th June.

3.3; Agree gas supply/maintenance costs; Gas bottle and gas has been donated, no cost.

3.4; Agree Beacon marshal; It was agreed D. Seal will light the Beacon on the 6th June and M. Williams will be the designated fire marshal. A fire extinguisher and water bucket will be accessible at all times. The Beacon will be lit for approximately 15 minutes.

4 **To discuss and confirm –**

4.1: Confirmed stalls; organisation stalls confirmed.

4.2 :Entertainers and timings; Punch and Judy will have 3 shows 1 – 1.30pm, 2.15 – 2.45pm & 3.30 – 4pm. One of which will be an interactive magic show.

4.3: Food vendors; 4 vendors will attend at a stall cost of £50.00 each. Public Liability to be received prior to the event date.

4.4: Activities/sports groups; Awaiting confirmation of participation from groups.

4.5: Weather plan; The event will move indoors if required. JP to ensure health and safety regarding slips, trips and falls.

4.6: Budget; total summer budget £2,000. Budget breakdown to be confirmed at the next event meeting. It was resolved to purchase outside speakers. M. Williams to supply the information to the office to purchase. It was resolved to purchase a couple of games for visitors use & small gifts to give away.

4.7: Safety; An Ambulance car and 2 crew have been booked between 12pm and 4pm.

- 5 **To discuss Christmas light switch on event and decide on actions to be made;** Christmas light installation & decommission to be resolved at the FCM on 15.05.24. It was confirmed the booking of Just Jaques food vendor & D. Seal would contact an interactive entertainer. The food vendor will also supply Christmas music.
- 6 **Any other matters to be discussed at the next meeting:** D – Day picnic event. Final plans, decisions, problems. Halloween event
- 7 **Next meeting date:** 03.06.24 at 6.30pm