



EYE TOWN COUNCIL

AGENDA

Events Committee of Eye Town Council to be held on 3rd September at 7:00 pm at the Town Hall, Council Chambers, Eye, Suffolk

Present: all committee present

1. Apologies and Approval of Absences

Brett Fraser, Bruce Salter

2. To receive and confirm the minutes of the last meeting on the 2nd July 2018 (attached).

3. Preparation for Remembrance Sunday

- Risk Assessment for event – no issue update for 2018
- Service Sheet – content to be updated. Cllr Hudson to finalised Act of Remembrance speaker
- Identify funding for refreshments – funding from Christmas evening. Cllr Hudson to organise catering.

Meeting with St Mary's Church to discuss service. Mr Edward Hudson and Town Clerk to deliver readings.

Town Clerk to order wreath

Discussion with parade marshall for order of service.

4. Preparation for Christmas Evening 7th December.

- Christmas light contract – review for re-letting January 2019 Cllr Walker to be contact for this years installation.
- Identify contact for Pearce and Kemp – Christmas Light contractor for installation and removal.
 - Light checks – 24th September @ 8:30 am
 - Christmas light installation week commencing 3rd December, time to be confirmed
- Risk Assessment for event – Business Forum c/fwd to next meeting.
- Mike Smith – Christmas tree.

5. Any other business

Next meeting agree an annual schedule of meeting.

6. Next meeting to be arranged