



**Wimborne Minster Town Council**  
Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

To all Councillors.

Dear Councillors

You are hereby summoned to attend the meeting of the **Community Events and Liaison Committee** on **Tuesday 12 September 2023 at 7.30pm** in the Committee Room, Town Hall, West Borough, Wimborne Minster, for the purpose of transacting the following business as detailed on the agenda below.

A handwritten signature in black ink, appearing to read "Louise Harrison".

L. Harrison (Town Clerk/RFO), Wimborne Minster Town Council, 6 September 2023.

Council are asked to note that in the exercise of their functions they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability; Crime and Disorder, Health and Safety and Human Rights).

*Members of the public and press are welcome to attend any of Wimborne Minster Town Council and Committee meetings. Agendas and minutes can be viewed on the Council's website [www.wimborne.gov.uk](http://www.wimborne.gov.uk) and requested from the Town Council offices (for contact details see address above).*

*Under item 5 of the agenda members of the public can ask questions of Council in relation to items on the agenda in accordance with Wimborne Minster Town Council's Standing Orders. Please notify your intention to speak either in advance of or at the meeting by emailing the Town Clerk at [louise.harrison@wimborne.gov.uk](mailto:louise.harrison@wimborne.gov.uk). Members of the public are asked to restrict their comments, and/or questions to three minutes.*

*The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential, or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.*

*Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.*

*Any person who may find difficulty in access to the meeting through disability is asked to advise the Town Clerk as detailed above at least 24 hours before the meeting so that every effort may be made to provide access.*

## **Agenda**

### **1. Election of Chairman**

### **2. Election of Vice-Chairman**

### **3. Apologies for absence**

To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Members give apologies by email / telephone by 5pm on day of meeting.

### **4. Declarations of interest and requests for dispensations**

To declare any interests' councillors may have on items on the agenda and agree any dispensations to stay (Wimborne Minster Town Council's Code of Conduct).

### **5. Public participation**

For the public or press to ask questions of the Council on matters relating to this Agenda.

### **6. Committee documents**

To remind members of the Committee's Terms of Reference (appendix 1) and relevant governance documents (Council's Community Engagement and Partnership Strategy, Publicity and Media Policy and Social Media Policy (all of which are available on Council's website and Councillors SharePoint folders).

### **7. Calendar of events**

To recommend to Full Council the calendar of events in Wimborne Minster from September 2023 to August 2024 (appendix 2).

### **8. Forthcoming Council events**

To consider and confirm the following Council events (for current budget information see appendix 3):

- (i) Town Mayors Fashion Show, Friday 8 March 2024 at the Allendale Centre - to authorise the event, agree a budget of £500 (refreshments for the information evenings taking place in the Council Chamber on 11 September and 9 October, hire of Allendale Centre and any other associated costs) and confirm the administration of the event in terms of publicity, risk assessments and management of volunteers.
- (ii) Remembrance Day, 12 November - to confirm the arrangements of the parade and Minster service.
- (iii) Christmas lights switch on event 25 November 2023 - to confirm the following arrangements:
  - colour of Christmas tree lights
  - location of stage
  - acts / performances on stage
  - compere (Town Crier)
  - who does the count down and Christmas tree lights switch on (poster winner or celebrity)
  - provision of approximately 200 free mince pies (Waitrose, Coop etc)
  - children's poster competition for advertising the event (needs to go out to schools by half term October)
  - Town Mayor charity collections by cllrs
  - event management plan and arrangements (road closure and safety support, waste collection, music licence, Square free day, first aid, staff support, business information drop prior to event, free parking etc)

- (iv) Town Mayor charity collection 24 December 2023 - to confirm collection timings, office support (safety of tins/money) and volunteers.
- (v) New Yeas Eve 31 December 2012 - to confirm the following arrangements:
  - event management plan and arrangements (road closure and safety support, waste collection, music licence, first aid, staff support, etc)
  - liaison with PH Kings Head for use of room and balcony
  - participation of Militia, Town Crier, piper and Radio Wimborne
  - refreshments
  - volunteer support (to protect public from militia and traffic).

#### **9. Request from the Town Crier**

To consider the following requests from the Town Crier:

- host the Southern England Town Criers Championship on 6 May 2024 in the Town Square at a cost of £2,000 (Town Mayor to be invited to event),
- support an event to celebrate the 25<sup>th</sup> anniversary of Wimborne Milita (date and venue tbc).

#### **10. D Day 80<sup>th</sup> anniversary**

To consider an event to commemorate the D Day 80 Anniversary 6 June 2024 (appendix 3).

#### **11. Parish and Town Council elections 2 May 2024**

To consider a public relations campaign to attract interest in the elections.

#### **12. Date of next meeting (4 October) and close of meeting**

[end]