



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

To all Councillors.

You are hereby summoned to attend the meeting of the **Community Events and Liaison Committee** on **Wednesday 8 November 2023 at 7pm** in the Council Chamber, 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, 2 November 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 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. 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. Apologies for absence

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

2. 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).

3. Public participation

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

4. Minutes of the Committee meeting 12 September and 4 October 2023

To receive the minutes of the previous meetings of the Committee on 12 September (appendix 1 part 1) and 4 October 2023 (appendix 1 part 2) as a correct record and signed by the Chairman of the Committee (Local Government Act 1972 Schedule 12).

5. Matters to report from Officers in relation to actions from previous meetings:

- (i) Minute reference CEL/2023/007 (calendar of events) – calendar updated (appendix 2).
- (ii) Minute reference CEL/2023/008 (budget for the Town Mayors fashion show) – budget updated (appendix 3) and Christmas lights update (see below).
- (iii) Minute reference CEL/2023/009 (Town Crier and Militia events) – the Town Crier has confirmed the Town Criers competition on 6 May and Wimborne Militia 25th anniversary event on 6 / 7 / 8 September 2024.
- (iv) Minute reference CEL/2023/010 (D Day 80th Anniversary event) – verbal update on further information and costings to be provided.
- (v) Minute reference CEL/2023/011 (May 2024 elections) – verbal update on election PR.

6. Forthcoming Council events

Update regarding forthcoming Council events including confirmation of various costs to date:

- (i) Remembrance Day Service, Parade and Armed Forces Covenant signing ceremony 12 November.
- (ii) Christmas lights switch on event 25 November 2023
- (iii) Town Mayor charity collection 23 December 2023.
- (iv) New Years Eve 31 December 2023.
- (v) Town Mayor's Fashion Show 8 March 2024.
- (vi) Town Mayor's Civic Service 28 April 2024.

7. Draft Committee budget 2024/25

To consider the Committee's budget for 2024/25 (appendix 4 and supplementary information).

8. Date of next meeting (6 December) and close of meeting

[end]