



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 6 December 2023 at 7pm** 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".

L. Harrison (Town Clerk/RFO), Wimborne Minster Town Council, 30 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 8 November 2023

To receive the minutes of the previous meetings of the Committee on 9 November (appendix 1) 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) Update on the white picket fence for the Christmas Tree minute reference CEL/2023/017.

6. Review of recent events

- (i) Remembrance Day Parade and Service 12 November 2023
- (ii) Christmas Lights Switch On 25 November 2023

7. Forthcoming Council events

Update regarding forthcoming Council events:

- (i) Town Mayor Christmas charity collection 23 December 2023 and consideration of a charity appeal.
- (ii) New Years Eve 31 December 2023 including PAT testing of PA system, event management plan and risk assessment.
- (iii) To consider setting a budget for a new annual event for Armed Forces Day (18 May 2024) and a one-off event for the 80th anniversary of D-Day on 6 June 2024.

8. Sponsorship opportunity update:

- (i) Bunting
- (ii) Christmas tree

9. Request from Wimborne Royal British Legion

To consider appointing a staff member onto the RBL Committee for any meeting that considers the annual Remembrance Day Parade and Service.

10. Date of next meeting (6 February 2024) and close of meeting

[end]