



HOCKLEY PARISH COUNCIL

Festive Lights Sub Committee Members: Cllrs Anderson, Boxall, Chelmsford, Gleadall, James, R Martin (Chairman), S Martin, Randall.

Community Liaison: Paul West (21st Century Licencing); Paul Taylor; Keith Frost (Aylesford Electrical), Police, Gary Shinn (Fire Service), Kathleen Parkin (Hockley Library), Jeff Stanton (Hockley Chamber of Trade), Martin Stibbard and Barbara Thorogood (WI)

YOU ARE SUMMONDED TO ATTEND A MEETING OF THE FESTIVE LIGHTS SUB COMMITTEE AT 7.30PM ON WEDNESDAY 16TH OCTOBER 2017 AT THE PARISH HALL

Mrs Kate Smiles
Clerk to the Council

Please note that under the Local Government Act 1972 Schedule 12 p10(2) a Council cannot lawfully decide any matter that is not specified on the Agenda. Should you require additional information on any Agenda Item please advise the Clerk prior to the meeting.

The public and press are welcome to be present.

Item	AGENDA
FL17/109	Members Attending & Apologies for Absence Please note apologies should be advised to the Clerk prior to the meeting so they can be correctly recorded in the Attendance Register
FL17/110	Declarations of Interest To receive any personal or personal and prejudicial interests relating to items on the agenda.
FL17/111	To Approve Minutes of Meeting held on 13th September 2017 Motion: The minutes of the meeting held on 13th September 2017 are agreed as a correct record.
FL17/112	Public Participation <i>The meeting may be temporarily suspended for up to fifteen minutes should members of the public wish to comment on agenda items</i>
FL17/113	Assistant Clerk's Report <ul style="list-style-type: none">a) Completion of Event Management Planb) TEN (Temporary Event Notice)c) Safety Inspection of Polesd) AA Signs installation of signagee) Installation of Christmas Tree & Fencingf) Lights Installationg) Parish Pavement Tree Lightsh) Barriers Delivery

FL17/114	Report on Publicity <ul style="list-style-type: none"> • Banners • Parking Signs • Flyers and Competition Entries • Local Media
FL17/115	Report on Stage Entertainment <i>Cllr Nick Boxall</i>
FL17/116	Report on Street Event Stall Bookings Cllr Sue Martin <ul style="list-style-type: none"> • Traders • Food • Charities • Council Information Gazebo
FL17/117	To Finalized Street Layout Plan for the EMP.
FL17/118	To Finalise Arrangements for Activities at the Parish Hall <ul style="list-style-type: none"> • Punch & Judy • Face Painting • Children's Competition Entries • Marshals Refreshments • Win a Cuddly Toy
FL17/119	Santa's Grotto <ul style="list-style-type: none"> • Gifts • Balloons
FL17/120	Marshals Cllr Tim Gleadall <ul style="list-style-type: none"> • Volunteers • Marshals Rota • Stambridge Security Services
FL17/121	Project Plan review
FL17/122	Budget review Cllr R Martin
FL17/123	Future agenda items Date of Next Meeting: Monday 13 th November 2017. Final Meeting before event.