



To all Members of the Communication & Events Committee

You are hereby summoned to attend a meeting of the Communication & Events Committee at the Parish Council Offices, Lower Green Road Recreation Ground, Lower Green Road, Pembury TN2 4DZ on **Monday 6 January 2020 at 7:30pm.**

Helen Munro

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Parish Clerk

Date of Issue: 24 December 2019

Members of the Public and Press are welcome to attend

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy the Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

A G E N D A

1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.
3. **CHAIRMAN'S ANNOUNCEMENTS.** To receive announcements.
4. **CLERK'S REPORT.** To receive report and update on previous actions.
5. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.
Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Parish Council.
6. **TERMS OF REFERENCE.** To consider Terms of Reference for approval by Full Council.
7. **PEMBURY VILLAGE NEWS.**
 - a. To review previous edition.
 - b. To consider content of next edition.
 - c. To consider content of Annual Report to be included within the PVN.
 - d. To consider Budget Report to be included within the PVN.
8. **CHRISTMAS LIGHTS.** To consider street column load bearing issues.
 - a. To receive recommendation to undertake load bearing tests on all remaining relevant columns and receive quote for works.

- b. To consider alternative Christmas decoration options if columns fail the load test.
9. **EVENTS.** To consider overview of events for 2020.
- a. Picnic on the Green – 4 July
 - b. Fireworks – 6 November
 - c. Remembrance Day – 8 November
 - d. Christmas Light switch on and carols event.
 - e. To consider any new event for recommendation to Full Council.
10. **COMPETITIONS.** To consider overview of competitions for 2020.
- a. Scarecrow Competition – 4 July.
 - b. Pride in Pembury Competition.
 - c. To consider any new competition required for recommendation to Full Council.
11. **NEW PROJECTS.** To receive update.
12. **RISKS.** To consider any new risks affecting the Council and actions required.
13. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
14. **NEXT MEETING DATE.** 30 March 2020.