



To all Members of the Communication & Events Committee

You are hereby summoned to attend a virtual meeting of the Communication & Events Committee on **Monday 4 January 2021** at **7:30pm**.

#Munro

Helen Munro

Parish Clerk

Date of Issue: 24 December 2020

Members of the Public and Press are welcome to attend

To join the meeting please use the following link:

<https://us02web.zoom.us/j/85292026961?pwd=dHZJMTRVeUNCc1ImNHdVaWpZZEdsUT09>

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. **MINUTES.** To receive and approve the minutes of the meeting held on 12 October 2020 for signature.
4. **CHAIRMAN'S ANNOUNCEMENTS.** To receive announcements.
5. **CLERK'S REPORT.** To receive report and update on previous actions.
6. **PEMBURY VILLAGE NEWS.**
 - a. To review previous edition.
 - b. To discuss content of spring edition.
 - c. To consider carrying over advertising from 2020 to 2021.
 - d. To consider delivery of the spring edition.
7. **ANNUAL REPORT.** To consider format for the spring edition of the Pembury Village News.
8. **EVENTS & COMPETITIONS.** To consider format and date of events and competitions in 2021.
 - a. Picnic on the Green
 - b. Scarecrow Competition
 - c. Pride in Pembury
 - d. Volunteers "Thank you" tea

- e. Fireworks Display
 - f. Remembrance Day
 - g. Christmas Light switch on and carols event.
 - h. Father Christmas and sleigh
9. **YOUTH COUNCIL.** To receive update and consider the next steps.
10. **WEBSITE.** To receive notification from the website provider about an upgrade and one-off costs for consideration.
11. **CHRISTMAS CARDS.** To consider producing a Parish Council Christmas card in 2021.
12. **TERMS OF REFERENCE.** To review the terms of reference for recommendation to the Finance & HR Committee.
13. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
14. **NEXT MEETING DATE.** Monday 29 March 2021 at 7:30pm.