

I give notice of a meeting and summon members to attend a meeting of the Events Committee on Tuesday 07 July 2026 at 6pm in the Town Hall, Bridge Street, Downham Market PE38 9DW.

Members of the public are welcome to attend this meeting.

Signed - Claire Dornan

Role - Town Clerk

Date of Issue - 24 June 2026

Agenda

1. Apologies for Absence

To receive and note apologies for absence

2. Declarations of Interest

To receive declarations of interest and consider requests for Dispensations.

3. Public Participation (Maximum of 3 minutes per person, up to 15 minutes)

4. Minutes

To approve the minutes of the Events Committee held on 10 June 2026

5. Training

To consider and, if appropriate, approve expenditure for Grant Funding Training and Community Engagement Training.

6. Volunteers

To review responses from social media advert for events volunteers

7. Sponsorship

To discuss event sponsorship opportunities

8. Event Planning

To consider the event format and activities.

To review budget requirements and available funding.

To discuss volunteer requirements and allocations.

To consider and review the event Risk Assessment and any Health & Safety requirements.

To agree publicity, promotion and sponsorship arrangements.

To identify actions, responsibilities and timescales.

9. Presentation

To receive a presentation from Steele Media regarding event promotion opportunities and consider any recommendations arising.

10. Next Meeting

To confirm the date of next meeting

END