

12th October 2022

Dear Councillor,

You are summoned to attend the Events Committee meeting for Blackbird Leys Parish Council on **Monday 17th October 2022** at 7.00pm at the Blackbird Leys Community Centre.

The press and public are welcome to attend.

Yours sincerely

Emma Kearney
Parish Clerk

AGENDA

1. Apologies

To be received.

2. Declarations of Interest & Applications for Dispensation

To receive any Declarations of Interest.

3. Meeting Minutes

To approve the minutes of the meeting held on Tuesday 6th September 2022 as a true record.

4. Christmas Event

To review and agree

1. To hold a 'Meet Santa' event.
2. To the following dates –
 - i. Thursday 8th December from 6pm to 8pm
 - ii. Friday 9th December from 6pm to 8pm
 - iii. Saturday 10th December from 4pm to 7pm
3. To charge £1 per child via cash on the door.
4. To give each child a present for £1.
5. To use Eventbrite to manage the number of children on each day.

5. Finance

To agree

1. To purchase pre-wrapped presents at a price of £1.68 per present.
2. To purchase 100 presents from 4 different age groups at a price of 4* £168 = £672.
3. To allocate £50 of fuel for the snow machine
4. To allocate £50 for Santa's chair
5. To allocate £350 for room hire
6. To allocate £60 to print leaflets
7. To allocate £18 for Sundry items etc. cleaning product and hand gel
8. To request budget of £1,200 from the full council

6. Event Particulars

To agree

1. To add the logos of all involved groups
To be added to the promotional material and note the event has been 'supported by'.
2. The Events Schedule
 - i. 1.5-hour setup time for the grotto/craft and games (dependant on how many volunteers).
 - ii. 2 hours on Thursday and Friday and 3 hours on Saturday of "Meet the Santa" with craft, games, possible storytelling workshop, DIY face painting and snow on the end.

iii. 1 hour cleaning up

3. Volunteers

To agree 10 people needed for the following requirements -

- i. 2 people - Entry to check the register and sell ticket to meet Santa.
- ii. 1-2 people - Santa helper(s).
- iii. 2-3 people Tea and coffee facilities.
- iv. 1-2 people photographer
- v. 2 people craft.
- vi. 1 person - DIY face painting
- vii. 2-3 people for the Games

7. Other Events

To note other events happening on the Leys

8. Events Committee Meeting Date

To agree the date of the next meeting