

WHITEHAVEN TOWN COUNCIL

Clerk to Whitehaven Town Council & Responsible Financial Officer

Mr. Leslie J Abrahams - Tel. 07536091604

Summons

On this day **3rd September 2016** you are duly summoned to attend a Meeting of the Christmas Sub- Committee of **WHITEHAVEN TOWN COUNCIL** which will be held at:

Venue: The Civic, Lowther Street, Whitehaven, CA287SH

Location: First floor room – (disabled access available)

Date: Thursday, 8th September 2016

Time: 6.00 PM

To transact the business set out in the agenda attached.

To: Members of the Christmas Events Sub-Committee of Whitehaven Town Council.

Councillors: Cllr Darren Elliot - Chair
Cllr Gavin McKew
Cllr Jeanette Forster
Cllr John Kane
Cllr Ray Gill – ex officio
Cllr G Roberts – ex officio
Cllr C Maudling – co-optee
Cllr W Kirkbride – co-optee
Cllr A Forster – co-optee

Signed: *LJ ABRAHAMS*

Date: 3/9/2016

Leslie J Abrahams – Proper Officer

Note: Standing Order 4 (d) v requires any Member who is unable to attend to confirm to the Proper Officer (2) days before the meeting that they are unable to attend.

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AGENDA

Item	Detail	Notes
1	<p>AGENDA ITEM 1 Apologies for absence To receive apologies for absence.</p>	
2	<p>AGENDA ITEM 2 Declarations of interest – To receive any declarations of pecuniary or other interests in particular matters to be raised at this meeting.</p>	
3	<p>AGENDA ITEM 3 Public participation. To take representation from the public in respect of business on the agenda. Note: This is a platform to answer such representations the chair may respond in accordance with Standing order 3(h). Maximum 15 mins & 3 mins per person.</p>	
4	<p>AGENDA ITEM 4 Press and Public Exclusion A motion to resolve exclusion of the press and public from a closed meeting. (if required) In accordance with Public Bodies (Admission to Meetings) Act 1960, s.1 100</p>	
5	<p>AGENDA ITEM 5 Minutes of Previous meeting. Held on 25th August 2016 Motion to resolve Minutes as a true and accurate record</p>	
6	<p>AGENDA ITEM 6 Terms of Reference Motion to accept and agree amended Terms of reference.</p>	
7	<p>Media Policy Review of media policy Motion for all press releases to be made through the Clerk in consultation with the Chair</p>	
8	<p>AGENDA ITEM 8 Integration of Christmas Events with Whitehaven Market Motion to ensure events align</p>	

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9	AGENDA ITEM 9 Event date & programme of events Motion to confirm recommendations of FC 250816	
10	AGENDA ITEM 10 Agree draft budget for approval by FC Motion to agree draft budget	
11	AGENDA ITEM 11 Stakeholders, participants and sponsors Motion to Agree and nominate responsibilities on committee for contacting the above.	<u>Anne</u>
12	AGENDA ITEM 12 Feed Boxes- discuss and review costs Motion to agree best option	
13	AGENDA ITEM 13 Licence application & Event plan, emergency services Review draft Plan Motion to recommend to FC	<i>Lowrie Cost</i>
14	AGENDA ITEM 14 Ice Rink location, dates and booking Motion to book ice rink	
15	AGENDA ITEM 15 Review and Agree Ice Rink options Motion to recommend inclusion to FC	
16	AGENDA ITEM 16 Motion to agree Recommendations to Full Council	
17	AGENDA ITEM 17 Any matters Cllr's wish raised at the next meeting	
18	AGENDA ITEM 18 Date and place of Next Meeting To confirm the date and place of the next meeting.	
END		