

KNARESBOROUGH TOWN COUNCIL (KTC)

N. Smith
Clerk of the Council

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30 January 2018

To: **The Members of Events Committee** – Councillors J Batt, S Batt, M Clemmitt, H Gostlow, B Rigby, A Willoughby (Chair)

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL** (Events Committee) to be held at Knaresborough House, Knaresborough on:

05 February 2018

7:30 pm

in the Council Chamber

Please see the Agenda for the meeting below:

Yours faithfully

Nicola Smith

Clerk of the Council

Note: Members are reminded of the need to consider whether they have any pecuniary or non-pecuniary interests to declare on any item on this agenda. Any queries should be addressed to the **Monitoring Officer, Jennifer Norton, 01423 556036** Harrogate Borough Council.

EVENTS COMMITTEE AGENDA – 5 February 2018

1. To receive **Apologies** for inability to attend the meeting.
2. To request any **disclosure of an interest** in relation to any matter under consideration at this meeting (financial or otherwise) and to consider any written requests for **dispensation**

3. KTC Public Speaking Session

4. **To consider** and if thought fit, **approve** as a correct record, the Minutes of the Committee Meetings held on:

4.1 Monday 11 December 2017 (*ca*)

5. To consider business remaining:

5.1 Christmas Lights:

- i) **To consider** a method to consolidate information held regarding the current Christmas lights for Knaresborough, given the necessary changes made in 2017.
- ii) **To consider** future requirements on how improvements can be made to the delivery of the lighting scheme as a whole for Knaresborough.

5.2 Future Events in Knaresborough:

- i) **To consider** arrangements for the 'Battles Over' tribute and Remembrance Day commemoration on the 11 November 2018.
- ii) **To consider** making a recommendation to Full Council regarding future arrangements for putting up/taking down flags.

5.3 'Events in Knaresborough' Promotion Boards 2018:

- i) **To consider** the style and content for an Event board covering the period February to June 2018.

Note: Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote. A list of Councillors is available on the website, or notice board at Knaresborough House. Agenda papers may be viewed on the website or purchased at the Town Clerk's office.

A copy of the agenda in larger print is available on request.

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

Emergency Procedures for Meetings – Fire

Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.