

## **Southminster Parish Council.**

### **Events Committee Meeting**

Wednesday 13<sup>th</sup> August 2025 at 13:30hrs at The Community Space Wibblers Brewery  
Goldsands Road Southminster CM0 7JW

The following Council Members and other persons are summoned to attend the above meeting of Southminster Parish Council Events Committee: Cllr Harrold (Chair), Cllr Mische, Cllr Melhuish, Cllr Fluker, Cllr Wyn Davies, Cllr Wilcox, Mrs E Smith, Mr M Monks.

### **AGENDA**

**044/25/26 Apologies for absence**

**045/25/26 To receive and note any declarations of interest**

**046/25/26 To receive and approve the Minutes of the meeting held on 18<sup>th</sup> June 2025**

**047/25/26 To review the Southminster Parish Council 25/26 Events Budget**

**048/25/26 To review the SPC 24/25 and 25/26 Events Folders**

**049/25/26 Health and Wellness Event Saturday 13<sup>th</sup> September 2025 Update**

Cllr McKee is leading on this event.

**050/25/26 Village Fireworks Sunday 2<sup>nd</sup> November 2025 Update**

Cllr Fluker is leading on this event

- a. Risk Assessment and Method Statements
- b. Event Plan
- c. Event Timetable
- d. Invitation to past vendors (Food and Retail)
- e. Non Food Vendors
- f. Entertainment
- g. Staging
- h. Security
- i. First Aid
- J. Volunteers
- k. PPE
- l. Communications.
- m. Promotion and Advertising
- n. tickets
- o. signage

p. Sponsorship

q. WC Hire

**051/25/26 Remembrance Sunday 9<sup>th</sup> November Update**

Cllr Harrold is leading on this event

**052/25/26 Christmas Lights 30<sup>th</sup> November Update**

Cllr Wyn Davis is leading on this event

**053/25/26 Southminster Music Festival 25<sup>th</sup> April 2026 Update**

Cllr Wyn Davis is leading on this event

**054/25/26 VJ Commemoration Saturday 16<sup>th</sup> August 2025 Update**

Mr Martyn Monks is leading on this event

**055/25/26 Any Other Business the Chairman considers as urgent**

**056/25/26 Date of Next Meeting**

Wednesday 17<sup>th</sup> September at 1330 hrs at the Community Space Wibblers Brewery Goldsands Road Southminster CM0 7JW