

Southminster Parish Council.

Events Committee

Wednesday 18th June 2025 at 13:00hrs at Wibblers Brewery Goldsands Road Southminster CM0 7JW

AGENDA

016/25/26 Apologies for absence

017/25/26 Co-Option of additional members

018/25/26 To receive and note any declarations of interest

019/25/26 To receive and approve the Minutes of the meeting held on 21st May 2025

Circulated to members on 26th May

020/25/26 Health and Wellness Event Saturday 13th September 2025 Update

Cllr McKee is the committee lead on this event

021/25/26 To review the Southminster Parish Council 25/26 Events Budget

022/25/26 To review the SPC 24/25 and 25/26 Events Folders

023/25/26 To Review the Terms of Reference of the Events Committee as agreed by the Committee and consider the alternative Terms of Reference proposed by the Clerk

024/25/26 Village Fireworks Sunday 2nd November 2025 Update

Cllr Fluker is the committee lead on this event

a. Risk Assessment and Method Statements

Circulated to members on 26th May for comment

b. Event Plan

Circulated to members on 26th May for comment

c. Event Timetable

Circulated to members on 26th May for comment

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. Other matters

m. Promotion and Advertising

n. signage

o. Sponsorship

p. WC Hire

025/25/26 Remembrance Sunday 9th November Update

Cllr Harrold is the committee lead on this event

026/25/26 Christmas Lights 30th November Update

Cllr Wyn Davis is the committee lead on this event

027/25/26 Southminster Music Festival 25th April 2026 Update

Cllr Wyn Davis is the committee lead on this event

028/25/26 VJ Commemoration 16th August 2026 Update

Martyn Monks in the committee lead on this event

029/25/26 Any Other Business the Chairman considers as urgent

030/25/26 Date of Next Meeting

Wednesday 16th July 2025 at 1300hrs at Wibblers Brewery Goldsands Road Southminster CM0
7JW