

**Notes of Meeting of the Village Events Sub-Group held on Thursday 15<sup>th</sup> June 2023 commencing at 10.30am at the Parish Office, Marden Memorial Hall, Goudhurst Road, Marden**

**PRESENT:**

Cllrs Boswell, Robertson, and Tippen.  
The Deputy Clerk was also in attendance

**ITEMS DISCUSSED:**

**Post Mortem of the King's Coronation Event**

Cllrs discussed the recent King's Coronation Event which took place on Monday 8<sup>th</sup> May. Unfortunately, due to a heavy rain forecast, several Cllrs and the Clerks took the decision the night before to move the venue from Southons Field to the Marden Memorial Hall. The preparations, planning and organisation had been efficient and the Clerks had coped well pulling the event together, especially with the last minute change. Due to the short notice change of venue, there had been a few negative comments from residents and some stallholders. Some Cllrs were also in disagreement with the way the decision was made. Therefore, the Village Events Sub-Group agreed that a contingency plan was needed for future events. This would be in the form of a Village Events Policy. All in all, the event at the Marden Memorial Hall had gone well, a lot of public attended and positive feedback was received.

**Village Events and Stallholder Policy Wording**

Cllrs reviewed the example of a draft Village Events policy and the existing Stallholder Policy emailed by the Clerk prior to the meeting. Changes were suggested and the wording was amended for the Deputy Clerk. The changes would be taken to the next Amenities Committee meeting for Amenities Cllrs to agree the policies and to discuss delegated powers to the Village Events Sub-Group for the decision of postponement, cancellation or change of venue.

**Future Agendas and Minutes/Notes of Meeting of Village Events Sub-Group Meetings**

Following the change of software to Microsoft 365, the Clerks wanted to be consistent with the layout of documents for each Committee, Sub-Committee and Sub-Group. As this meeting is for Sub-Group, it did not have to have an agenda to be advertised or strict numbering. The Deputy Clerk recommended the following:

- Agendas would now form as "Items to be Discussed" in an email form; and
- Minutes would now be "Notes of Meeting" and these would still be circulated to Cllrs.

It was also suggested that if any documents needed to be amended or viewed in future for this meeting, the Deputy Clerk would use the office laptop so that each document could be viewed on the large screen in the Parish Office Meeting Room. Cllrs agreed.

**Next Meeting**

Next meeting arranged was the Pre-Marden at Christmas meeting scheduled for Monday 18<sup>th</sup> September at 10.30am at the Parish Office.