

MAULDEN PARISH COUNCIL
NON-CONFIDENTIAL COMMITTEE: Events
DATE: 4/10/25 REPORTED BY: Cllr Browning
SUBJECT: Report for MPC meeting 7 October 2025

REMEMBRANCE SUNDAY 9th November

BOOKINGS	
Vicar	Clerk to confirm
Village Hall	Clerk has booked
Bugler	Ward Cllr Summerfield to confirm
Street Watch – to man road closures	Cllr Browning to liaise with R Williams
CBC for permission for road closures	Clerk will liaise with CBC
Tea /Coffee Makers	Clerk has confirmed with Church team
Reader of The Ode of Remembrance	Clerk to liaise with R Grisley
ACTIONS	
Put out road closure signs by 26 th October (stored with Cllr Summerfield)	Volunteers needed
Put up poppy roundels on street lamps by 26 th October (stored with Clerk)	Councillors covering same roads as last year
Decorate War Memorial with poppies (MPC to confirm)	WI
Advertise event and road closures on website, social media & noticeboards.	Clerk
Orders of service reprint (MPC to confirm cost of less than £500)	Clerk to update and reprint
Walkie Talkies – Check batteries charged & system working	Clerk
Village Hall Committee re: sound system, backing music for hymns	Cllrs Jackson & Ruskin to check system is working before 9 th October and that it reaches the war memorial where the vicar will stand. Is there an ear piece for vicar? Please ensure both microphones are fully charged and work. Also, could VHC please check that the sound system is waterproof in case it rains.
Scouts/Brownies/Guides – route of parade & where to stand will be as last year. They will read names on war memorial	Clerk will liaise with the groups and identify someone to read out the young person's text
Royal British Legion representation (Cllr Woodward)	Cllr Woodward to order MPC wreath
Order of wreath laying will be as last year	Clerk
Risk assessment	Cllr Browning to update

CHRISTMAS LIGHTS SWITCH ON Saturday 29th November

BOOKINGS	
Village Hall	Clerk has booked
Father Christmas and sleigh	Clerk will confirm with Lions
Christmas tree & erection	Clerk has ordered tree. Cllr Summerfield will arrange with his helpers to collect & erect the tree by 17 th November
Lights and Star & dressing tree	Clerk will liaise with lighting company to dress the tree during w/b
Quintet	Booked
Stalls	Clerk has contacted previous stall holders and will take bookings
Bar	Clerk to liaise with VHC
INVITE	
Ward Councillors	Clerk

MP	Clerk
Community Police	Cllr Browning
Vicar	Clerk
Young winner to help Santa	Clerk to liaise with parents
TASKS	
Plan layout for stalls	Clerk – same as last year
Set up tables etc and take down on day of event	MPC Cllrs & volunteers
Decorate Village Hall morning of event	MPC Cllrs & Volunteers
Walkie Talkies – ensure batteries charged and system working	Clerk
Village Hall – Sound system & music	VHC to ensure working & Mics charged
Set up snow machine	Clerk has machine – need to buy liquid
Advertise on MPC website, social media, Maulden Magazine, Noticeboards & Banner at Village Hall & School	Clerk & Cllr Browning
Street Watch	Cllr Browning to liaise
Rubbish bins/sacks	MPC to confirm purchase of new bins
Foot wipe mats for all entrances	Village Hall Committee
Gift for child winner	Cllr Browning
Risk Assessment	Cllr Browning

SENIOR CITIZENS CHRISTMAS AFTERNOON TEA Thursday 11th December

BOOKINGS	
Village Hall & book for 10 th for Cllr Penniston	Clerk
Catering – afternoon tea boxes (MPC to approve payment of £12 per box for approx. 75 people = £900)	Clerk
Quintet	Ward Councillor Summerfield
Flittabus and driver to collect and take home	Clerk
Father Christmas	Cllr Wasser
Volunteers	Clerk to contact MIDA & previous volunteers
TASKS	
Plan layout for tables	Clerk & Cllr Browning
Set up tables, prepare room and take down at end	MPC Cllrs & Volunteers
Receive bookings & dietary requirements	Clerk
Receive bookings for those who need transport	Clerk
Create table decorations and arrange flowers	Cllr Penniston & Cllr Browning
Create & present quiz	M Browning
Print more carol sheets	Clerk/W Cllr Summerfield
Advertise on MPC website, social media, Maulden Magazine, Noticeboards	Clerk & Cllr Browning
Sound system and Christmas music	VHC to check sound system working and mics charged and working
Collect Raffle prizes and donations (As many as possible)	Cllr Wasser and all Cllrs
MPC to PROVIDE/PURCHASE	
Disposable cups, plates, shot glasses, tablecloths, napkins, coffee, tea, wooden stirrers	Cllr Browning
Rubbish sacks	Cllr Browning
Little stringed lights for table decorations	Cllr Browning
Tea towels	Clerk already has
Christmas Crackers	Cllr Browning to ask Tesco
Washing up liquid, Tea, coffee, milk, sugar	Cllr Browning
Raffle tickets	Clerk
Flowers (donated by Waitrose)	Cllr Browning
Mulled Wine & fruit	Cllr Browning
Sherry (previously donated by The George)	Cllr Wasser
Slow cookers for mulled wine	Cllr Browning, K Lawrence + 1 more
Risk Assessment	Cllr Browning