

# SUTTON VALENCE PARISH COUNCIL



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*From the Clerk:*

Mrs Emma Hull  
The Parish Office  
Sutton Valence Village Hall  
Sutton Valence  
Maidstone  
Kent ME17 3HS

Notice is hereby given of the Events Committee meeting of the Parish Council to be held on Tuesday 2nd May 2023 at 1:00pm when the following business is proposed to be transacted:

1. Apologies
2. Declarations of Interest
3. To finalise the running order of the day for the Joint Event to celebrate His Majesty the Kings Coronation with QHOF, East Sutton and Langley Parish Councils
4. To receive and approve the risk assessment
5. To receive the Entertainment licence and TENS (Temporary Events Notice)
6. To receive all relevant paperwork for insurance purposes
7. To receive and pay invoices up to £2,000 as per resolution towards the event.

Emma Hull – Clerk to the Council 26/4/23