



Long Stratton Town Council

The Street, Long Stratton, NR15 2AH Telephone 01508 530524

Chairman: Mr Kevin Worsley. Clerk: Mrs R Buck

Minutes of the Events Committee held on Monday 2nd December 2019 at 6.30pm in the Town Council Office.

In attendance: Councillors Pochin, Lunness, Bambridge and Earp and Reverend Willcox (7.15). Becky Buck (Clerk)
Tom Thompson (Groundsman)

Minutes

1. To consider apologies for absence
Reverend Willcox advised she was going to be late to the meeting.
2. To receive disclosures of interest and dispensations
There were no disclosures of interest or dispensation received.
3. To confirm minutes of meeting held on 18th November 2019
The Chairman signed the minutes of the meeting held 18th November as a true record.
4. To review all actions to date
The Clerk advised that all the items needed for the Grotto had been secured. Presents had been wrapped and items for the Tombola had been bought. Larry Gray was providing a burger and hot dog stall. Sandbags were available from South Norfolk Council depots, Tom had collected them. The Clerk would bring barriers and traffic cones down to the office on Thursday ready for Tom, Councillor Pochin and Lunness at 6am Friday morning. Councillor Earp also advised he was available. The bandstand was arriving at 6am Friday morning ready to be set up.

Reverend Willcox joined the meeting at 7:15pm

5. To finalise details for
 - a. Stalls
The Clerk advised that snowballs had been secured and tables sourced. Food hygiene certificates and public liability insurance had been provided. The organisations that didn't have their own insurance was covered by the Councils insurance. The trim trail had been arranged.
 - b. Rides
Grays funfairs advised they would be arriving at 10am.
 - c. Father Christmas
There was no further update.
 - d. Children's gifts
The Clerk and Councillor Woodham and wrapped the gifts ready for the event.

Signed.....Date.....



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e. Tombola

Items had been donated. The Clerk also purchased some additional items.

f. Volunteers

Councillor Pochin advised that he had not heard from the Army Cadets therefore the Committee assumed that they would not be in attendance therefore the Volunteer responsibility was altered and the following was agreed.

- Councillor Earp to run snowball stall
- All at the end to litter pick .
- Buckets to be stationed at various stalls
- Jessica Lawton & Nicole Taylor as elves
- Reverend Willcox to oversee the running order
- Councillors Gladding and Worsley on Tombola
- Tom Thompson and Derek Chestney to be on car park duties
- Father Christmas as himself
- Councillor Pochin and Lunness to oversee site management
- Becky Buck to be project co-ordinator
- After the event – all to help clear away

Any other volunteers are welcome. It was noted that other Councillors will be present but will be running their own stalls.

g. Running order

The running order was finalised. It was agreed Councillor Pochin would open the event with a few words. The Clerk advised she would prepare him something.

h. Anything else.

There was nothing else to discuss

6. To discuss and decide on any other matter relating to the Christmas event.

There was nothing else to discuss

7. To review and approve expenditure for the Christmas event

The Clerk ran through the expenditure for the event. The final balance would not be known until after the event.

8. AOB (for information only)

Thoughts were turned to the VE day celebration and the Clerk asked the Committee to think about suitable bands to headline the community event.

With there being no other business the Chairman closed the meeting at 7:48pm

Signed.....Date.....