



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

Minutes of the Events Committee meeting held on Monday 3rd July 2023 at 7:00pm in the Town Council Pavilion

In attendance: Councillors Mat Pochin, Judith Baker, Di Woodham and David Willis. Non Councillor committee members Liga King, Rachel Smith and Michelle Marjoram
Jessica Lawton, Admin Assistant.

7 members of the public/business owners were also present

1. To elect a chairman for events meeting

Mat Pochin was elected chairman, all agreed.

2. To discuss and decide on Terms of Reference for Events Committee

The proposed Terms of Reference was agreed by all.

3. To consider apologies for absence

Apologies were received from Kelly Lunness, Louise Mundford, Bob Mackenzie and Becky Buck, these were accepted by the committee.

4. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensations received.

5. To confirm minutes of meeting held 24th April 2023

The minutes of the meeting held 24th April 2023 were approved and signed by the chairman.

6. Kings Coronation

a. To review the running costs and income of the event.

A full breakdown will be circulated to the committee by the Clerk. J.Lawton advised that approx. £3500 was spent and £2500 was received so far, so approx. cost to Council was £1000.

b. To discuss what went well

A discussion was had about the whole day and all agreed the event had been a great success. It was fantastic to see a huge amount of people attending all throughout the day enjoying all the entertainment on offer. It was commented how good the advertising was this time round.

c. To discuss and decide on what could be done differently

- More coins/change was needed for the events committee run stalls.
- Some food vendors were getting short on food so perhaps more food vendors needed in future. Although at the time it was unknown how many people would come.

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



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- More event signage is needed for the actual day of the events. The current A Frames used were too lightweight and fell in the windy weather.
- Although the committee arrived at 8am, setting up took a lot of time. More volunteers needed in helping to set up. Also, more volunteers needed to stay at the end to pack everything away.
- Donation requests to the local businesses to be personalised if possible.
- Signs for the bar to be made larger
- More entertainment for adults
- Feedback forms could be sent to stall holders, although many commented on how well the day went to members of the committee on the actual day.

7. To discuss and decide on Remembrance Day road closure

All agreed to the Clerk applying for a road closure on Sunday 12th November 2023.

8. To discuss and decide on additional merchandise for Remembrance Day

J.Lawton showed the committee the new large poppies that had been purchased (20 in total) for various lamp posts around the town. A new Remembrance Day flag has also been purchased. Plus, there are the Tommys. All agreed this was enough merchandise.

Potentially local businesses could decorate their premises windows also.

9. Christmas event

a. To discuss and decide on ideal format

A lengthy discussion was had regarding how the set up has been the last few years on the Swan lane car park and the Fire Station. J.Lawton suggested on behalf of the Council that the event could be moved to the hard standing areas of the Manor Road playing fields and the Pavilion. This would create an all in one event so visits to Santa and stalls, music and entertainment were all in one place.

The local business owners and members of the events committee were keen for a different approach this year.

Suggestions included:

- Having as many local businesses involved as possible, where people can walk around the Town visiting each one rather than holding the event in one place
- Local businesses staying open later and having their own Christmas stall/entertainment inside or outside their premises. They would be responsible for their own set up
- Entertainment/food/drinks in the gardens of the local pubs
- A treasure hunt (like the Coronation trail) or kids stamp route where a map could be produced and prizes at the end
- No stage needed as carol singers could be in various locations in the Town
- More stalls for adults and to sell items to buy for Christmas

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- Decoration making places/lantern making potentially in the Pavilion or shops
- Reindeer to come back if possible (health and safety issues last year)
- Donations from local businesses for a raffle
- Christmas motifs
- Sending a letter (personalised preferably) to each local business explaining what the committee are proposing to do this year and on which date and time, explaining what the Council can and can't supply ie. Christmas trees, motifs, asking if they would be interested in taking part, what would they offer in terms of selling/entertainment, who to contact if a business would like to put up their own lights/decorations outside their premises.

b. To discuss and decide on preferred stalls and entertainment

Discussed above.

c. To discuss and decide on potential pitfalls to minimise risk

Not applicable until format decided.

d. To identify the volunteers required

Not applicable until format decided.

10. AOB (for discussion only)

There was no other business.

After discussing any other business, the Chairman closed the meeting at 8.20pm

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