



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 16th September 2024 at 7:00pm in the Town Council Pavilion

In attendance: Councillors Judith Baker, Louise Mundford, Helen Dickerson, Katrina Thompson.

Events committee member Michelle Marjoram.

Becky Buck, Town Council Clerk.

Jessica Lawton, Community engagement officer.

Molly Hallet, Apprentice.

4 members of the public.

1. To consider apologies for absence

Councillors Mat Pochin and Sue Smith gave their apologies. These were accepted by the committee. In the absence of Councillor Lunness and Councillor Pochin, Councillor Louise Mundford was nominated Chairman for this meeting.

2. To receive disclosures of interest and dispensation

There were no disclosures of interest or dispensation received.

3. To confirm minutes of meeting held 24th June 2024

The minutes of the meeting held 24th June 2024 were approved by the Committee and signed by the Chairman as a true record.

4. To discuss and decide on the format for this year's Christmas Event

A lengthy discussion was had regarding the ideas for this year. B.Buck discussed the Council's option of holding the event in and outside of the Pavilion, with stalls, entertainment, a bar etc and hosted by the Town Council. The Coop car park being used again isn't ideal as it causes inconvenience for shoppers.

Liga discussed the option of the businesses running the event again instead of the Town Council as they did last year. The businesses present were in agreement along with others she had already spoken too. A Christmas events committee would need to be formed to help share the workload. The Town Council will support the event. The date proposed is Saturday 7th December from 1pm until 5pm.

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



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Ideas included:

Santa parade in his sleigh finishing at the Queens Head where he can be visited in his grotto supported by the Town Council (committee agreed, one abstained), carol singing, treasure trail map around town, not to donate to the Council this year instead each business to decide what to do with their own money raised (ie. Donate to a charity, foodbank, St Marys Church roof, go towards what they do on the actual day), community groups to be included in having stalls, bidding board.

- B.Buck to speak to Full Council regarding suitable ways of involvement and support
- B.Buck to speak to Full Council about amount of Christmas trees this year
- Business Christmas committee to write a letter to all businesses and inviting them to take part and giving a deadline for replies
- Business Christmas committee to create a poster and a map
- Individual risk assessments to be completed by businesses
- B.Buck to do an over arching risk assessment
- B.Buck to create an action plan to take to next meeting
- Facebook and whatsapp Christmas groups to resume
- Town Council to inform Police of event and potential parade
- Town Council to supply sweets

The next meeting will be the business Christmas committee on Wednesday 2nd October at 7pm in the Pavilion supported by the Town Council.

5. To note road closure for the Remembrance Day parade on Sunday 10th November 2024 by Watton Sunbelt Rentals Traffic Management

B.Buck advised this has been booked and the same requests asked for as last year.

6. AOB (for discussion only)

The Town Councils summer event on 6th July was discussed briefly. The outgoings were: £3217.65, income received: £1778.22, resulting in a loss of £1439.43. This was entirely due to the awful weather on the day and the football match final that happened to fall on the same day. Although the event was a very soggy one the feedback from stall holders and those that attended was great and really positive.

A discussion was had regarding a suitable date for next year's event and the bank holiday Monday 26th May was proposed.

- B. Buck to take the proposed date to Full Council

After discussing any other business, the Chairman closed the meeting at 8.25pm

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