



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 Tuesday 7th May 2024 at 7:00pm in the Town Council Pavilion

In attendance: Councillors Kelly Lunness, Mat Pochin, Judith Baker, Louise Mundford, Helen Dickerson and Katrina Thompson.

Becky Buck, Town Council Clerk.

Jessica Lawton, Community engagement officer.

Molly Hallet, Apprentice.

Michelle Marjoram, Events committee member.

1. To consider apologies for absence

Councillor Susan Smith gave her apologies. These were accepted by the Council.

2. To receive disclosures of interest and dispensation

There were no disclosures of interest or dispensation received.

3. To confirm minutes of meeting held 26th February 2024

The minutes of the meeting held 26th February 2024 were approved by the Committee and signed by the Chairman as a true record.

4. To receive an update on attractions contracted for summer event

J.Lawton updated the committee on all performers, stalls, food vendors etc booked.

Booked so far:

WI serving teas, coffees and cakes in the Pavilion

LSTC Bar

Brunch Bar

Getting Piggy With It Hog Roast

Treat Trailer

Ice Cream van

Childrens tombola

Adults tombola

Vintage Horse Box gifts

St Marys Church

Army Cadets

Girlguiding

The Norfolk Lymphoma Group (teddy bear stall)

Pebbles and sea glass pictures

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



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Dog biscuits and natural treats
Youth Workers
Plate smash
Lollipop game
Cake and sausage rolls
Leisure Centre
Inflatable obstacle course
Giant football dartboard
Fire engine
Kids Karts
Giant outdoor games
Encanto Character for a meet and greet

Performers booked so far:

South Norfolk Youth Symphonic Band
James D Party Time
Emily Deal singer

We currently have 16 more potential stall holders.

A discussion was had regarding power supply for the two inflatables. It was decided that the obstacle course should be plugged into the mains at the MUGA.

- J.Lawton will ask to borrow the 50m cable
- The inflatable football dartboard will be powered by the Town Councils generator.
- T.Thompson to check our generators power outage
- K.Thompson may potentially have a generator to sell to the Town Council.

It was suggested that purchasing second hand PA equipment could be a possibility, dependant on price.

- J.lawton to check what James D Party Time needs
- M.Pochin to speak to Trevor (stage owner) about PA equipment currently on the stage and to Ollie (stage manager last year)

Further discussions were had regarding more food vendors, sourcing of drinks, prices of drinks, float needed, prices for inflatables, vintage cars and sponsors.

It was agreed for wine and beer prices to rise by 50p each, tombola budget to be £350-£400, £2 for two goes in the obstacle course, 50p per inflatable ball on the football dartboard (plus prizes).

K.Thompson suggested a dog agility show. It was agreed not at this event but the Council will consider a future event on the Playing Fields.

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



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- M.Marjoram to pass Pizza vendors details onto J.Lawton
 - K.Thompson to source vintage cars
 - J.Baker to enquire about classic fire engine
 - M.Pochin to enquire about vintage tractors
 - M.Marjoram to enquire about beer kegs from Tindalls Brewery
 - B.Buck to order beer keg from Wildcraft
 - J.Baker to confirm time and availability of Fire Engine closer to the time
 - M.Marjoram to e-mail office with school contacts for sending flyers/e-mails
 - J.Lawton to enquire with printers for flyers
 - K.Thompson to enquire with Alan (coop) regarding bingo or quiz
 - PMR radios to be checked and to order more if necessary
 - Gazebos to be fully checked
 - Hale Bales to be ordered
 - To advertise to bring chairs and blankets
- 5. To receive an update on the classic cars**
K.Thompson has an advert out on Facebook for classic cars and will look into sourcing some.
- B.Buck to enquire into Stratton Cars
- 6. To review the intended layout**
A scaled map was shown and the layout agreed.
- 7. To discuss and decide on volunteers**
A volunteer list was produced and discussed.
- B.Buck to take list to Full Council on Monday for further volunteers
- 8. AOB (for further information)**
No other business was discussed.

After discussing any other business, the Chairman closed the meeting at 8.10pm

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