



Long Stratton Parish 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 1st April 2019 at 7pm in the Parish Office.

In attendance: Councillors Francis, Pochin, Woodham, Mackenzie(8pm)

Councillors Baker and Woodham were in attendance as members of the public.

Minutes

1. To nominate Chairman for the Events Committee meeting 1st April 2019 from Parish Councillors
Councillor Pochin was proposed and seconded as Chairman for this events meeting, all approved
2. To receive declaration of interests for new Committee members
Not applicable
3. To consider apologies for absence
Reverend Heather offered apologies due to a prior commitment. These were accepted by the committee
4. To receive disclosures of interest and dispensations
There were no disclosures of interest or dispensations to consider
5. To confirm minutes of meeting held on 4th March 2019
The minutes from the meeting held 4th March 2019 were signed by the Chairman as a true copy.
6. To review actions from minutes 4th March 2019
The committee reviewed the actions from the meeting held on the 4th March and the Clerk provided updates where applicable.
7. To discuss and decide on how many of the different types of stalls required
 - a. Food – Ideally have 3 savoury food stalls and 1 sweet stall. Local groups to be contacted to provide a stall. Councillor Woodham advised she would assist in approaching local groups/ enterprises
 - b. Drink – Ideally 3 drink areas, alternative brewery (already booked) 2 local businesses to provide drinks
 - c. Games – Ideally 5 game stalls – clerk to provide a list of ideal stalls and ask local groups to run
 - d. Trade Stalls – There was no limit to trade stalls, canvassing of trades to take place at SNDC show in July.
 - e. Other – Clerk to approach St Johns Ambulance.
8. To discuss and decide on school(s) participation
The clerk reported that there had been some interest from schools. The Clerk will provide them with more information.

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



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9. To identify a 'ideal' running programme
The Clerk gave a draft running programme. It was recognised as a good start however timings will need to be secured as bookings are confirmed.
10. To discuss and decide on next steps and who is doing what
Clerk to secure car park which belongs to the co-op, road closure to be confirmed and SNDC car park needs to be confirmed. Continued communication with the community to gain community engagement.
11. To discuss and decide on a July date for car boot
July 13th was proposed and seconded as a preferred date, all agreed. Clerk to liaise with the pavilion contractors to ensure access to the field.
12. To discuss and decide on parameters for car boot
 - a. Operating times – 8am-12.00 with 7-8am as setting up time
 - b. Staff presence – how many are required – minimum of 4 Councillor Pochin was proposed and seconded to oversee and manage the event
 - c. Health and Safety – it was noted – will carry out risk assessments nearer the time
 - d. Charges it was agreed to charge £5 per car, £6 per van and food and drink stalls £10.
13. AOB
There was no other business to discuss

With there being no further business the chairman closed the meeting at 8.27pm.

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