



# Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

Tel: 01508 530524

Email: [Becky.buck@longstrattontowncouncil.gov.uk](mailto:Becky.buck@longstrattontowncouncil.gov.uk)

Website: [www.longstrattoncouncil.info](http://www.longstrattoncouncil.info)

## MINUTES OF THE EVENTS MEETING HELD ON THE 22<sup>nd</sup> NOVEMBER 2021 AT 7PM IN THE PAVILION, COMMUNITY ROOM

**IN ATTENDANCE:** Councillor Matt Pochin, Di Woodham, Kelly Lunness, Judith Baker, Bob Mackenzie,  
Louise Mundford, Officers Becky Buck and Jessica Lawton

### MINUTES

**1. To consider apologies for absence**

Apologies were received from Councillor David Ridgway, these were accepted by the committee.

**2. To receive disclosures of interest and dispensation**

There were no disclosures of interest or dispensations.

**3. To confirm minutes of meeting held 7<sup>th</sup> October 2021**

The minutes of the meeting held on 7<sup>th</sup> October 2021 were signed by the Chairman as a true record.

**4. To discuss and decide on purchasing more memorabilia for Remembrance Day 2022**

Councillor Baker presented an idea to the committee of having road signs of remembrance placed underneath the current road name signs which has a poppy on it, the Clerk will contact South Norfolk District Council. It was resolved to purchase poppies to attach to lamp posts and in business windows around the town ready for next year's Remembrance Day.

The Tommy which was situated at the Ice House Precinct was reported to the Clerk (on 16<sup>th</sup> November) by the Police as being damaged.

- B.Buck to speak to South Norfolk DC
- B.Buck to purchase poppies
- The groundsman to check the damaged Tommy has been brought back to the Pavilion

**5. To receive updates on what has been arranged for the Christmas event**

A lengthy discussion was had regarding all the arrangements for the Christmas event which is taking place in Swan Lane car park and at the Fire Station.

Stalls coming are:

WI

Thursday Club



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Each Charity  
St Marys Church  
Coop  
Police (car and stall)

Food and drink:  
The Brunch Bar  
Blossoms the travelling caravan  
Councillor Pochin has arranged a kebab van  
LSTC are hosting a bar

Larry Gray funfair rides and stalls.

LSTC are hosting a tombola.

Santa will be visiting too.

- Councillors to help put flyers on all vehicles on the car park in the week leading up to the event to ask no one parks there the night before and on the day
- Tombola ticketing to be done, L.Mundford to help
- J.Lawton to send letter to This Cottage and That Cottage
- Councillor Baker to inform Pharmacy of event
- J.Lawton arranging barriers and signage with TMO to be delivered
- Groundsman to check on delivery of the Christmas trees
- J.Lawton to enquire about hiring a vehicle/lifting device to lift the Christmas trees into place
- TT Jones putting lights on trees once delivered
- B.Buck to purchase tombola items and alcohol for the stalls
- Groundsman to get hi vis wear/equipment for volunteers
- Councillor Pochin to arrange the PA system

## 6. To discuss and decide on the next steps

### a. Bar

It was agreed that Long Stratton Town Council will run a bar at the event.

- B.Buck to purchase alcohol and soft drinks

### b. Everything else

Covered above

## 7. To discuss and decide on roles and duties at the Christmas event

Signed

Date



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Discussed in item 5

8. **To finalise the running order for Christmas**

Children from Manor Field Primary School will be singing at 4pm, followed by Tony Storey, followed by the African Drummers and lastly Oli's band will play on stage.

9. **To review risk assessments and insurance for Christmas event**

The Clerk confirmed risk assessments and insurance was in place.

10. **Date of next meeting will be January 2022 (date tbc) to start preparing for summer event**

TBC

*With there being no further business, the Chairman closed the meeting at 8.30pm.*