



## 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 3<sup>rd</sup> April 2023 at 7:00pm in the Town Council Pavilion

In attendance: Councillors Kelly Lunness, Judith Baker, Di Woodham, David Willis, Bob Mackenzie.

Becky Buck, Town Clerk.

Jessica Lawton, Admin Assistant.

Liga King

Rachel Smith

**1. To consider apologies for absence**

Apologies were received from Councillor Mat Pochin, Councillor Louise Mundford and Michelle Marjoram.

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

There were no disclosures of interest or dispensation received.

**3. To confirm minutes of meeting held 27<sup>th</sup> February 2023**

The minutes of the meeting held on 27<sup>th</sup> February 2023 were approved by the committee and signed by the Chairman as a true record.

**4. Kings Coronation**

**a. To receive an update on items booked**

The admin assistant provided reports of items booked and enquired about.

The following was confirmed.

- East Coast Truckers stage with PA system
- Stage management
- LSTC Bar
- WI serving tea, coffee, soft drinks and cakes in the Pavilion
- The Brunch Bar
- Peaky Pizza
- Treat Trailer
- Ice Cream van
- Get me out the four walls charity stall
- St Michaels Church stall
- LSTC Tombola for adults
- LSTC tombola for children
- Face painting

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



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- The Corner House Cakery stall
- Vintage Horse Box Gifts stall
- Guess the weight of the cake
- St Marys Church stall
- Watercolour prints and cards stall
- Kids Kottage stall
- Clay, jewellery, pots and cards stall
- One Knight only performing
- James D Party Time
- Charlene Ledgard performing
- Connect 4 game
- Snakes and ladders game
- Noughts and crosses game
- Space hoppers
- Jenga
- Kids Karts
- Football games with LSFC
- Photo booth
- Head hole photo board
- Fire engine
- Plate smash
- Girlguiding stall
- Deja Brew stall
- Army Cadets stall
- Design and Shine stall
- Depwade Court stall
- Lions stall
- St Marys School PTA stall
- Lollipop game
- Hook a Duck
- Cakes, sausage rolls etc stall
- Smoothie bike from SNC
- The Little Seafood Truck
- Sea Glass Jewellery stall
- Believe in Magic Character meet and photo
- Etched wood and personalised gifts stall
- East Anglian Play Bus
- The Sugar Rush Hut
- Harris Hog Roast

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



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### **b. To discuss and decide on further ideas**

- East Coast Harley Club may be able to attend, bringing their bikes onto the field after their first club ride out. A discussion was had regarding health and safety and the organisation of this. This is to be discussed further with the club.
- J.Lawton still waiting to hear back from more potential stall holders
- The entertainment running order was discussed, this is to be finalised
- An extra ice cream vendor has approached us and it was agreed to book if still available to keep queues down
- New high vis jackets in orange to be ordered
- The treasure hunt is being well received by the local businesses, these will be distributed two weeks before the event along with the forms for the children to fill out
- Prizes were discussed
- L.King to find out if Kickboxing could start earlier
- A discussion was had regarding the plate smash, the collection going well, more items to collect and health and safety measures put in place
- Sourcing the alcohol was discussed, potentially could buy a barrel from a local Brewery. B.Buck to enquire
- LSTC's stall could have a seed planting area. L.King has some seeds. B.Buck to source more seeds and pots etc
- J.Lawton to buy temporary tattoos
- R.Chapman to chase banner pdf, J.Lawton or arrange printing
- R.Chapman to enquire with person who could potentially deliver leaflets
- Game prices discussed. R.Chapman printing and laminating signs
- Re-usable flag attachments for lamp posts discussed, B.Buck to look into
- B.Buck produced a working risk assessment. All stalls to complete separate risk assessments
- The addition of vehicles on the field to be added to risk assessment
- Insurance in place

### **c. To discuss and decide on exact format**

- J.Lawton to produce an event layout

### **d. To discuss and decide on volunteers for the day**

A Volunteer sheet was handed around and completed.

### **e. To discuss and decide on next steps**

Discussed in item b.

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**f. To discuss and decide on decorations**

- As this event is over twice the size of last years Jubilee celebrations it was agreed more bunting is needed. B.Buck has purchased the official Kings Coronation bunting along with two flags.

**g. To confirm gazebos and tables for stalls**

A lengthy discussion was had. Two new 6x3m gazebos have been purchased from Norwich Camping and Leisure. So far there is enough room for all stall holders who need one, although more may be needed due to further stall confirmation. All committee members to try and source borrowed gazebos.

The Village Hall have kindly agreed to lending their tables to us.

**h. To discuss and decide on any other matters**

No further items.

**5. AOB (for discussion only)**

No other items were discussed.

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

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