



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 held on Monday 21st November 2022 at 7:00pm in the Town Council Office

In attendance: Councillors Kelly Lunness, Judith Baker, Bob Mackenzie, Di Woodham, Helen Dickerson and Louise Mundford

Jessica Lawton, Administrative Assistant. Becky Buck, Town Clerk.

1. To consider apologies for absence

No apologies received

2. To receive disclosures of interest and dispensation

There were no disclosures of interest or dispensation received.

3. To confirm minutes of meeting held 10th October 2022

The minutes of the meeting held on 10th October 2022 were approved by the Committee and signed by the Chairman as a true record.

4. To discuss and decide on the summer event 2023

a. Results of the Facebook poll

The Facebook poll showed that the community would like a street party style event.

b. What does the Council want to consider doing for the King's coronation?

The Committee approved a street style party event on the playing field on 8th May 2023.

5. To receive a progress update on Christmas 2022

a. Items booked

Funfair

Brass band – playing for 1 hour at 5pm.

Trailer

Santa will be coming

Brunch bar

One Knight Only

Charlene Ledger

b. Running order

4pm – school choir (Councillor Mundford to liaise with the school)

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



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4.30pm – welcome from the chairman – or nominated person

4.45pm – light switch on and grotto opens

5pm – brass band

6.15pm –Charlene Ledgard

7pm – One Knight Only

c. Stalls secured

Women’s Institute

Tombola

Bar

The Wednesday Club

Hedgehogs

Cake Stall

Long Stratton Football Club

Each charity

d. Risk assessments

The committee reviewed the risk assessment and adopted it.

6. To discuss and decide on who is doing what for Christmas 2022

The following was agreed. Councillors and the Direct Services Officer would be on site for 6am to assist in putting up Gazebos. All would assist in setting up and moving furniture from the Pavilion to the car park. The Town Clerk and admin officer would man the bar and tombola. Councillor Dickerson would also provide support on the bar and handing out ‘Letters to Santa’.

7. To discuss and decide any other matter that arises up unto 21 November 2022 for Christmas event.

There were no other matters to discuss.

8. AOB (for discussion only)

It was discussed, that the trees had been sourced. Manpower would be needed to get them in to the infrastructure.

After discussing any other business, the Chairman closed the meeting at 7.55pm

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