



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 4th March 2019 at 7pm in the Parish Office.

In attendance: Councillors Francis, Pochin, Mackenzie

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

Minutes

1. To nominate Chairman for the Events Committee meeting 4th March 2019 from Parish Councillors
Councillor Francis was in proposed and seconded as Chairman for this committee meeting.
2. To receive declaration of interests for new Committee members
There were no committee members present that were not Councillors and as such declarations of interest had already been signed.
3. To consider apologies for absence
No apologies had been received.
4. To receive disclosures of interest and dispensations
There were no disclosures of interest or dispensations received.
5. To confirm minutes of meeting held on 5th June 2018
The minutes were signed by the Chairman as a true copy.
6. To review Christmas 2018
The committee discussed Christmas 2018, reviewed the motifs that had been secured and the trees. There was concern over the cost of the trees. The Clerk advised that she had secured Christmas trees for 2019 at a fraction of the price however only 1 tree would be 18ft the rest would be approx. 14 ft.
7. To discuss and decide on the Committee's vision for Christmas 2019
 - a. Event
The Committee would like to put on a Christmas event for 2019, a date was discussed and it is recommended that Friday 6th December is the preferred date 4.30-8pm. All effort is to be made to work with other organisations that already do a Christmas event.
 - b. Christmas trees
The clerk advised that the Christmas trees secured were £4 per foot and as such freed up budget to use for enhancing Christmas lights. The committee would like to have a 3rd tree at South Norfolk Precinct. **Action:** Clerk to contact the letting agents for the precinct to discuss further.
 - c. Street motifs
The Committee were happy with the motifs from Christmas 2018, the Clerk to investigate cost to get another 2 motifs for 2019.

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



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8. To discuss and decide on first steps and actions for Christmas 2019
 - Clerk to contact local businesses to see what interest there is in having a stall
 - Councillor Baker to contact the fire station to enquire as to whether we can use the premises for a grotto and a potential fair ride/ stall.
 - Recommendation that a band stand (SNDC)/ lorry back used as a stage, location to be decided
 - Consideration given to a running programme
 - Councillor Pochin to approach landlord of the Swan Pub to use their car park on Swan Lane
 - Clerk to contact co-op regarding car park and access to car park
 - Clerk to approach highways for road closure
 - Clerk to contact South Norfolk regarding car park adjacent to the toilets
 - Clerk to contact Rev Heather over cohesive working
 - Clerk to contact High School over cohesive working and a potential band performance
 - Clerk to contact schools over student involvement in the running programme and light switch on
 - Clerk to contact local butcher over providing a BBQ
 - Clerk to contact Wildcraft Brewery over securing an alternative bar that provides beverages different to the local pubs.
 - Clerk to speak to Rev Heather about a hog roast provision to see if that is a possibility
 - Clerk to speak to Rev Heather over a singer/ choir for community carol singing.
9. To review the practical information regarding the events committee
 - a. Insurance

The clerk advised that Cayman & Co had advised that there is not a high premium for events where it is anticipated that participation is approx. 2000 people. The clerk will make the necessary arrangements when more details are known.
 - b. Bad weather

The committee discussed that procedures/ policy would need to be put in place in the event of bad weather.
 - c. Risk assessments

The clerk advised that risk assessments would need to be carried out for all individual elements of the event as well as an overall risk assessment.
10. To discuss and decide on recommending Enchanted Cinema

The committee considered the Enchanted Cinema however **resolved** not to have them at the playing fields on the grounds that the upfront costs were high, and the Council would have to reclaim the cost from selling tickets etc.
11. To discuss and decide on first steps and actions if recommendation on item 10 is to take place.

No longer applicable.
12. To discuss and decide on any other events for recommendation to the Council i.e. car boot?

The committee would like to **recommend** the Council facilitates 2 car boot sales in July and August to see what the appetite is in Stratton.

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



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13. AOB

There was no any other business to discuss.

With there being no further business the chairman closed the meeting at 7:56pm.

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