



# 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](mailto:Office@longstrattontowncouncil.gov.uk)

Tel: 01508 530524

## Minutes of the Events Committee held on Monday 10<sup>th</sup> May 2022 at 7:00pm in the Town Council Office

In attendance: Councillors Judith Baker, Kelly Lunness, Matt Pochin, Di Woodham and Christina Kenna (7.44pm)

Becky Buck, Town Clerk

**1. To elect a chairman for the events committee for the financial year 2022-23**

Councillor Pochin was appointed as Chairman for the events committee 2022-23

**2. To consider apologies for absence**

Councillor Mundford gave apologies absence due to Covid, these were accepted by the Committee.

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

There were no disclosures of interest or dispensation received.

**4. To confirm minutes of meeting held 21<sup>st</sup> March 2022**

The minutes of the meeting held 21<sup>st</sup> March 2022 were signed by the Chairman as a true record.

**5. To discuss and decide on the terms of reference for the events committee for recommendation to full Council.**

Terms of reference for the events committee were approved for recommendation to Council with an amendment to item 1 to make it clearer that Chairman appointment was for the year and not per meeting.

*Councillor Kenna joined the meeting 7.44pm*

**6. To discuss and decide on supplying seeds to children of Long Stratton at 90p per bag**

Following a lengthy discussion, it was agreed that seeds would be sought by office staff and Councillors Woodham and Baker agreed that they would fill and seal them with Jubilee stickers.

**a. Method of delivery**

It was agreed that the crown making stall would have the seeds and would give them out to the children that visited.

**b. How many packets?**

It was agreed that 200 packets would be available.

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



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### **7. To review risk assessments for the event**

Risk assessments were reviewed and additional points made. The Clerk advised that it was a living document and as such will be amended as necessary up until and throughout the event.

### **8. To receive an update regarding steps carried out to date**

An update was provided regarding steps taken.

### **9. To discuss and decide on the next steps**

It was agreed that the Council would ask the high school if we can use their car park for the event and that a running risk assessment would be available on the day of the event for last minute changes.

*After discussing any other business, the Chairman closed the meeting at 8:15pm*

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