



ATTLEBOROUGH TOWN COUNCIL

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**Minutes of the meeting of the Attleborough Town Council
Events & Communications Committee
Held on Tuesday, 28th September 2021 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr J Ellis Cllr T Taylor Cllr E Tyrer Cllr D Lane Cllr V Dale Cllr A Smith
In attendance – Michelle Barron – Town Clerk
Cllr Phillip Leslie

01.21) Welcome

Cllr Dale welcomed everyone to the first meeting of the Events and Communication Committee

02.21) Election of Chair -

On the motion of Cllr J Ellis, seconded by Cllr A Smith it was
RESOLVED to elect Cllr D Lane as Chair

03.21) Election of Deputy Chair

On the motion of Cllr D Lane, seconded by Cllr J Ellis it was
RESOLVED to elect Cllr T Taylor as Deputy Chair

04.21) Apologies for Absence

Apologies received from Cllr E Tyrer who is delayed on route but later joined the meeting.

05.21) Declarations of Interest

None received

06.21) Community Involvement

Discuss inviting in retailers at the earliest opportunity to discuss any events for the coming 12 months. Regarding the Platinum Jubilee it is necessary to involve the clubs and societies in the town arrangements.

- The Clerk informed that the hall is quite full with the exception of Tuesday evenings. Cllr Lane suggested a Tuesday within the next month around 7pm. This would be a brainstorming session/informal gathering.
- Cllr V Dale raised that Sarah Horan has a full list of retailers. Cllr V Dale will provide contact to Clerk.

ACTION: VD

- Cllr Taylor informed that the Bloomers had incorporated the Jubilee colours into their 2022 display and suggested that retailers might like to do the same. A hanging basket competition was discussed. Cllr D Lane also suggested the garden club may wish to become involved. Cllr Taylor is happy to speak to the Gardening Club at their meeting on Friday

ACTION: TT

- On the motion of Cllr T Taylor, seconded by Cllr D Lane it was

- **RESOLVED** that Cllr T Taylor would write to retailers and invite them to discuss the market and add onto this an informal discussion/brainstorm for the jubilee on the same night. The clerk would then be responsible for securing a date and inviting the local clubs and organisations.
ACTION: CLERK/TT

07.21) Change of Agenda Order

Cllr D Lane proposes to bring item 11 (Christmas Food fayre) forward as Morgan Lewis has attended the meeting. On the motion of Cllr T Taylor, seconded by Cllr V Dale it was **RESOLVED** to suspend under standing order 4d that Morgan Lewis be able to participate in this agenda item

08.21) Christmas Food Fayre

There were several discussion points. The Food Fayre is Morgans Event. This is not an event being run by the council and so we cannot take ownership we can only support.

- Location of grotto for the first 3 weekends in December in addition to the food weekend. The original site outside the Bakeaholics shop is too uneven. ML requested that the grotto be situated on the parking space outside her shop which is a more level surface. Cllr Tyrer informed ML that the TRO would need to be suspended. The Clerk will contact and find out how easy it is to suspend those parking bays, as we do for the Thursday market.
ACTION: CLERK
- Cllr A Smith wanted to confirm that this is not a disabled bay. It is not.
- Cllr J Ellis suggests ML makes contact with Claire Stebbings who runs the Christmas Carnival
ACTION: CLERK
- Cllr Smith asked for clarification as to whether this is a Bakeaholics advertising event or for other traders. Morgan confirms that this is not for Bakeaholics. It is very much for Norfolk and Suffolk businesses to attend and she is hoping for around 50 stalls.
- Public liability insurance was discussed. Cllr Tyrer informed that Valerie Watson Brown would be an excellent source to assist with this event, and also has a budget for events that may be able to support. He suggested that Morgan arrange a meeting asap.
- Cllr Smith explains that charging for pitch fee means Events insurance will be required.
- Cllr Lane raises a check sheet for events on council owned property. Music is discussed as a licensed activity.
- Cllr Taylor asked the Clerk to identify who our DBS is.
ACTION: CLERK
- On the motion of Cllr Taylor seconded by Cllr Lane it was **RESOLVED** that if Morgan gives the Clerk the dates the Clerk will arrange the TRO and make enquiries with Norfolk County Council.
ACTION: CLERK
- On the motion of Cllr Taylor seconded by Cllr Dale it was **RESOLVED** that the Clerk will investigate the licensing and entertainment requirements and feed back to Morgan
ACTION: CLERK
- Use of the Queens Square car park is discussed. Breckland would have to be asked. Concerns are raised over removing car park capacity for the events. Morgan would prefer to use Attleborough Sports Hall
- Cllr Lane suggested use of the Mackays car park. On the motion of Cllr Lane seconded by Cllr Ellis it was **RESOLVED** that the Clerk would contact Mackays and explore the use of the car park
ACTION: CLERK
- Morgan proposed a time of 10-7 Saturday and 10-4 Sunday
- Morgan requested assistance with volunteers. It was suggested that appeals on the local community pages would be a good place to start. Cllr Taylor suggested Morgan may want a first aider on site. Cllr Tyrer suggests contact Breckland in regards of cleaning the highway.

- Advertising was discussed. The Clerk is not happy with the use of the Attleborough Town Logo as that suggests that we are running the event, but we are very happy to endorse and promote.
- Grotto is likely to be a mobile shed. It may be possible to get a TRO for the weekends or for the entire period.

08:22) Apple Day

Social media campaign inviting stall holders to come forward. All things apple. Tony Vale of the talking newspaper would be prepared to do a piece on this. An event on Queens square celebrating all things apple.

Agreed to arrange a meeting with Valerie Watson Brown before the next meeting as it would be very useful to have her input in this and other events.

Cllr Dale provides an update on a covenant restricting the number of events on Queens Square. She has been in contact with Breckland planning who are investigating, but at this time they can find no covenant.

09:22) Book Sale

Cllr Lane will be contacting schools and nursing homes for prior bookings. Will be asking for donations of cakes as well as books. Will need to increase the social media traffic on this event with the actual times. Volunteers are discussed. A suggested rota is suggested of two hour slots. Covid RA raised although restrictions will likely be lifted. Clerk to investigate.

ACTION: CLERK

10)22 Community Car Scheme

Community car scheme have asked for advertising. Cllr Taylor has received two call from the helpline who have been stuck, where the community car scheme has said they cannot help if you don't book your appointment a week in advance which isn't always possible. Cllr Ellis and Cllr Tyrer offered to assist with the two people that needed assistance. However, this does leave a gap and we need to formalise the conversation in terms of what service they offer, whether there is a possibility of a reserve driver for essential trips, and then we can advertise appropriately. Add matters arising to next meeting, so that we can update on this.

11)21 Remembrance Sunday

Cllr Tyrer is struggling with the Remembrance Parade as several members of RBL have moved on. They don't currently have a Parade Marshall. Cllr Tyrer will be in discussions with the British Legion to see what support they are able to offer.

12)21 Christmas Carnival and lights

Lights starting to go up from Sunday 17th October. Carnival will be arranged by Claire Stebbings. Cllr Taylor will take down baskets in advance. The tree being put up should also go on social media and good advertising for the switch on.

13)21 Internal Christmas Event

On the motion of Cllr Taylor, seconded by Cllr Tyrer it was

RESOLVED that on Monday 6th prior to the full council there would be a get together with Staff and Councillors at 5.30 and at 6pm the doors would be open to the public.

Cllr Leslie raises the Mayors Civic Reception which he hasn't done at the moment. Civic reception not overly formal, that allows more natural conversation and engagement rather than a presentation. Mayors Social. Cllr Taylor advises that there is a budget for a Civic reception.

Meeting closed at 8.36pm