



**ATTLEBOROUGH TOWN COUNCIL**

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
Tel: 01953 456194 - email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

**Minutes of the meeting of the Attleborough Town Council  
Events & Communications Committee  
Held on Tuesday, 28<sup>th</sup> 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 17<sup>th</sup> 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 6<sup>th</sup> 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



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**Minutes of the meeting of the Attleborough Town Council  
Events & Communications Committee  
Held on Monday, 18<sup>th</sup> October 2021 at 6.00 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  
Additional members of public x 2

**14.21) Apologies for absence**

No apologies were received.

**15.21) Declarations of interest**

None

**16.21) Minutes**

Cllr Lane informs that due to an error with the Agenda minutes from Septembers meeting will be ratified in the November meeting.

**17.21) Community Involvement**

Cllr Taylor confirms that the Bloomers will be adopting a colour scheme of red, white and blue with silver foliage for the Jubilee Theme. The meeting with Retailers and Groups is discussed. It has proved difficult to obtain contacts for the relevant invitees, and as a result it is suggested that the meeting is put back to Tuesday 16<sup>th</sup> November, subject to confirmation that the venue is available. It is agreed that the meeting would start at 6.0pm, with refreshments from 6pm. Cllr Tyrer suggests working with Snetterton Business Unit as they may be able to assist in this area.

It was agreed that the Clerk will put something together for social Media to assist with advertising the event and reaching groups we may not have contact detail for.

Cllr Taylor asked the Clerk for an update on the Food Fayre. The Clerk advised that TEN had been granted and the TRO had been submitted for the 18/19 weekend. There would be no application to suspend parking pays for the other weekends. Cllr Tyrer confirmed that Highways would not allow the use of the footpath for the grotto. It was discussed that after Christmas a guidance pack would be produced for future events.

It was decided to cancel apple day due to the lack of time to pull it together effectively.

Cllr Lane asked the Clerk if there was an update on the Covid Risk Assessment for the Book Sale. The Clerk confirmed one had been completed which can be emailed.

**18.21) Notice Boards**

Cllrs Taylor and Lane have walked around the town and identified needs for notice boards. Various options were discussed. Events often post using cable ties or lampposts, but have nowhere suitable to post. Cllr Taylor suggested one side lockable and one side for community use. Cllr Tyrer suggested engaging with Breckland regarding digital marketing boards, which may also be funded. It was agreed due to time constraints to make this an Agenda item for the next meeting. The Clerk will forward details already held on notice board pricing.

**19.21)** On the proposal of Cllr Lane, seconded by Cllr Taylor it was **RESOLVED** to merge agenda item 5 and 6 together.

**20.21) Attleborough Matters and Community Newsletter**

Attleborough matters was discussed. This was a ratio of approximately 60% advertising to 40% editorial. It was noted that this wasn't all local advertising buy served a purpose to get the editorial across. Revenue went to the producers of the publication. The new website will have the option for people to join a mailing list which is a good option for an electronic format. Liaison with the Mercury also suggested as an option for printed form. Obtaining prices was suggested, but it was decided that a report would be produced that would outline the design content required, what we would want to say, how often etc. This could be agreed as an Agenda item for next meeting for all ideas to be considered.

During this discussion Cllr Dale joined the meeting and apologies for being held up in a previous meeting.

**21.21) Forward Planning for 2022**

On the motion of Cllr Lane seconded by Cllr Tyrer it was **RESOLVED** to postpone this Agenda item to the next meeting.

**22.21) Public Participation**

A member of the public wished to comment that he felt paper communication as still very important to people that do not use the internet, and there is a risk of disenfranchising residents if all contact is online. Some kind of paper communication is going to be needed.

**23.21) Grotto**

Cllr Smith received a comment on the Christmas Grotto and whether it will block wheelchair access. Cannot be on the highway. The Clerk will contact Morgan Lewis regarding this. It has already been suggested that the square is the best option.

**24.21) Correspondence**

Guide for jubilee event has been received. No action taken at this time.

**25.21) Date and time of next meeting.**

17<sup>th</sup> November (TBC)

Meeting closed 6.50

Michelle Barron

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11(a)

**From:** [REDACTED]  
**Sent:** 06 November 2021 14:44  
**To:** Phil Leslie; Edward Tyrer; Michelle Barron  
**Subject:** Photo from Nicola MacKinnon  
**Attachments:** IMG-20211106-WA0003.jpg

This could be a great way to find out more about what is on offer in the town?

Car Daniels sent me this.

Happy to help organise something like this? We could tie it in with other consultations with the community. It might draw more numbers?

We could also organise a charity raffle? With prizes donated by local community groups and businesses to then create a fund for community groups? Or build on the funds for the London road park so we can create an amazing design.

Food for thought!

Hope you are both well,

Nicola

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Mildenhall  
High Town Council

11(b)

# COMMUNITY SHOWCASE DAY

A day for local groups, clubs  
and organisations to show what they  
do and how the community can get involved.  
Home baked goods and drinks available on the day.

## SATURDAY 6TH NOVEMBER

Jubilee Centre, Recreation Way, Mildenhall, IP28 7HG

### 11AM - 3PM



11c

we been considering the possibility of organising a craft  
on a Saturday morning in the summer months -  
the likely option looks like the second Saturday of the  
refreshments in the hall and maybe a free concert or  
craft stall holders we had at the fete said they would be

meeting I was told that that Town Council are exploring  
and I wondered if it would be a good idea to co-ordinate

to an excellent Craft Market in the West Country while  
lots of people into the town and had a lovely feel. I  
promoting Attleborough.

council have got to I'd be grateful.



Michelle Barron

11d - Brought forward  
from last meeting

**From:** Bruno Peek <brunopeek.mac.com@mail.mailchimpapp.com>  
**Sent:** 05 October 2021 07:59  
**To:** Attleborough Enquiries  
**Subject:** The Queens Platinum Jubilee Beacons - 2nd June 2022



The Queen's  
Platinum Jubilee  
Beacons



2nd June 2022

Further to the announcement from Buckingham Palace on 2nd June 2021, regarding the Platinum Jubilee Weekend of 2nd - 5th June 2022, which The Queen's Platinum Jubilee Beacons is part of, I have pleasure in confirming the Guide To Taking Part in this event is available to view and download from - [www.queensjubileebeacons.com](http://www.queensjubileebeacons.com) and will be updated on this site at the end of each month as more and more communities, individuals and organisations etc, join the event over the forthcoming months. The beacon lighting and associated activities will take place throughout the United Kingdom, the Channel Islands, Isle of Man, UK Overseas Territories and, for the first time, in each of the Capital Cities of all the Commonwealth Countries on **2nd June 2022**.

[View Guide](#)

Pages 11, 12, 13 and 14 show the various types of beacons to be used for this historic occasion that can be lit in farmers' fields, on country estates, on the top of high hills, around our shorelines on cliff tops and on beaches, with gas-fuelled

beacons on church towers and castle battlements and permanent beacon braziers made and lit by craftsmen and women in the centre of town and village greens, providing a lasting reminder of this historic moment in the history of The Queen's reign. Those considering purchasing one of the gas-fuelled Beacons found on pages 11 and 12 could consider organising a local raffle with the winner having the honour of lighting the beacon on the night, with the funds raised being donated to a local charity or used to cover the cost of the beacon and the bottle of gas required to fuel it.

Those wanting to take part are being asked to go to **page 10** and provide us with the information requested in *Step 1*, enabling us to include them in the monthly guide updates over the forthcoming months, along with sending them further information in due course. Many of those receiving this communication will already have permanent beacons in place, so please light them for this occasion but remember to still register your involvement as soon as possible, please. From pages 16 onwards you will see those, to date, that have already agreed to take part around the UK and the Commonwealth. These lists and pages in the guide will be added over the forthcoming months as more communities etc, join the project.

**Email Registration Now**

From the guide, you will see that we are involving town criers undertaking the Proclamation at **1pm** announcing the lighting of the beacons that evening and pipers playing *Diu Regnare* at **9.09pm**, before the beacons are lit at **9.15pm**.

With this in mind, please consider sourcing a local piper to play this tune at your beacon location before lighting it at **9.15pm**. If this is the case, please register your piper in a similar way to your beacon by no later than the end of **May 2022**.

This could well be the last chain of beacons lit during The Queen's reign, so we want to make it the largest and most dramatic the world has ever seen. We do



hope, therefore, that you will help us achieve this by taking part in lighting a beacon at **9.15pm on 2nd June 2022**.

My warmest regards,

*Bruno Peek*

Bruno Peek LVO OBE OPR  
Pageantmaster  
The Queen's Platinum Jubilee Beacons

Tel: + 44 (0) 7737 262 913  
Email: [brunopeek@mac.com](mailto:brunopeek@mac.com)  
[www.queensjubileebeacons.com](http://www.queensjubileebeacons.com)



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**ACTION: VD**

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**ACTION: TT**

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