



ATTLEBOROUGH TOWN COUNCIL

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

**Minutes of the meeting of the Attleborough Town Council
Events & Communications Committee
Held on Monday, 18th 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 16th 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.

17th November (TBC)

Meeting closed 6.50