



ATTLEBOROUGH TOWN COUNCIL

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

You are summoned to the Meeting of Attleborough Events Committee To be held on Monday 11th April 2022 at 7.00pm

This meeting will be held at the Town Hall and live streamed via YouTube
(the YouTube link will be posted on www.attleboroughtc.org.uk)
Due to coronavirus, there will be a limited capacity for public attendance

Michelle Barron
Proper Officer
5th April 2022

AGENDA

Events and Communication Committee Membership

Cllr J Ellis, Cllr T Taylor, Cllr E Tyrer, Cllr D Lane, Cllr V Dale, Cllr A Smith,
Cllr Andy Roberts, Cllr S MacKinnon, Cllr P Wenham

1 Apologies for Absence

To receive and accept apologies for absence.

2 Declarations of Interest

a) To receive and consider declarations of interest in items below:

(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest. Members may disclose any other interests they may have in the interests of transparency)

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests.

3 Minutes of last meeting

To accept and approve the minutes of the meeting held 14.03 2022

4 Matters Arising

5 Public Participation (10 minutes)

6 Jubilee Updates for consideration and approval

a) Gifts for schoolchildren

- b) Thursday 2nd – Lighting of the Beacon
- c) Saturday 4th – Parade and Recreation Centre Event
- d) Sunday 5th – Church picnic and Activity on Queens Square

7 **Art Exhibition Updates** for consideration

8 **Community Forum Confirmation of Meeting Date & Format**– for consideration.

9 **New Website Councillor Biops & Photos** – for consideration

10 **Links with Schools**

11 **Town Trails for Including on the New Website** – for consideration

12 **Public Participation (10 minutes)**

13 **Correspondence**

14 **Date and time of next meeting**

Expected Meeting Length is 2 Hours



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**Minutes of the meeting of the Attleborough Town Council
Events & Communications Committee
Held on Monday 14th March 2022 at 7.30 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr J Ellis Cllr T Taylor Cllr D Lane Cllr V Dale Cllr A Smith
Cllr E Tyrer Cllr P Wenham
In attendance – Anne Willett – Clerks' Assistant

56.21) Apologies for absence - Cllr Tyrer and Cllr Roberts

57.21) Declarations of interest

- a) To receive and consider declarations of interest in items below – None received
- b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – None received

58.21) Minutes to accept and approve the minutes of the meeting held 15th February 2022

On the motion of Cllr Taylor, seconded by Cllr Dale, it was
RESOLVED to approve the minutes of 15th February 2022
ACTION: TOWN CLERK

59.21) Matters Arising

- An approach had been made by a Baker wanting to hold a market stall on Thursdays. On the motion of Cllr Lane, seconded by Cllr Westby, it was **RESOLVED** to accept all applicants offering goods in keeping with the market, whether or not this may be replicating some of the items already available in the town, to offer consumers variety and choice.

60.21) Public Participation

None

61.21) Jubilee Celebrations

- A) It was agreed that the Clerk would explore pricing for 1600 personalised bookmarks.
- B) Thursday 2nd June Beacon lighting. Cllr Taylor informs that her dad could assist with a fire RA for the Beacon lighting. Cllr Lane will be the coordinator for the refreshments. The Scouts have accepted the invite to light the beacon. The Clerk will look into insurance for the lighting of the beacon. The Council will liaise with the Church regarding the choir being present. Town Crier and Piper have confirmed attendance.
- C) Saturday 4th June. Parade will start at 12pm from Queens Square. Invites will be sent to all groups and a poster produced to advertise the parade. Ideas were discussed for

prizes, best dressed, best wheelbarrow etc. Marshalls need to be arranged for the parade. Councillors would prefer to do this themselves than hire a management company.

- C) Saturday 4th June – Recreation Ground. Many ideas discussed. Retailers and local cottage industries will be offered stalls free of charge. There will be an arena with dance groups. The Clerk will check that this doesn't clash with events Adam is running. 4 old fashioned games have been booked. The toilets are essential and will be confirmed. Cllr Lane will conduct a site visit prior to the next meeting to discuss options for fencing. The Clerk to look at cost of renting in PA system. It was discussed to rent walkie talkies for Marshalls.
- D) Church picnic. Clerk to liaise with Matthew to find a system to register for a free picnic courtesy of Rye's Bar and Grill. Childrens entertainer of some kind is required. Pride Homecare are interested in running something on the square but details have been provided as yet.

Cllr Lane will organise a sew in for the bunting. Cllr Wenham is happy to lead a front garden or hanging basket competition.

The Clerk will speak to Christ Community Church to provide an event for the Youth of the Town. There will be a childrens disco for younger age groups on Friday 3rd June.

Cllr McKinnon is happy to lead the best dressed window competition.

On the motion of Cllr Lane seconded by Cllr Wenham it was **RESOLVED** that quotes would be obtained for facepainters on the Saturday and/or Sunday.

Bunting, hand held flags and a large flag for the flag pole are required. Union jack lunch boxes can be provided for children.

On the motion of Cllr Taylor seconded by Cllr Dale it was **RESOLVED** to proceed with the details discussed above for the Jubilee.

ACTION: CLERK. ALL COUNCILLORS

62.21) Community Booksale

Thanks were given to all volunteers. The booksale raised £807.31. On the motion of Cllr Lane seconded by Cllr McKinnon it was **RESOLVED** that the next book sale will be the 8th/9th October or the 15/16th October, but closing on the Sunday at 2pm.

63.21) Community Art Exhibition

On the motion of Cllr Lane, seconded by Cllr Taylor, it was **RESOLVED** to explore options of an Art Exhibition during the August bank Holiday weekend, and provide information to the April meeting.

64.21) Public Participation

A resident commented that the rag man may take unwanted books.
A resident may know of an entertainer and will ask their daughter.

65.21) Date and time of next meeting.

The next meeting will be at 7pm on Monday 11th April

Meeting closed.



Bonded Leather – Personalised Foil Print

£1.23 – £3.70

These high-quality Bonded Leather bookmarks are available in Red, White, Blue & Black and are laminated onto a backing board. They are made to order and personalised with your logo and special message in silver foil. Starting at only 50 pieces per colour per design minimum, this is a great product and an everlasting useful gift.

Available in re-cycled version please ask – Prices are roughly 20% more expensive

Bookmark size: 175mm x 40mm

Full Proof will be emailed for approval

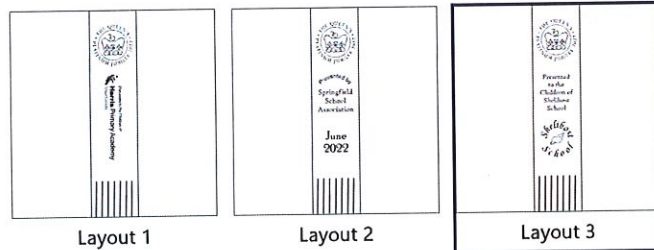
QUANTITY	50	100	250	500	1000
PRICE	£3.70	£2.60	£1.87	£1.46	£1.23

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Product total	£1,968.00
Options total	£0.00
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Platinum Jubilee Recycled Leather Bookmarks



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- Welsh

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Print Details*

Enter your Print details here, School Name, Message etc.
example: (Please print: St. Paul's Junior School and center the text.)

Item Options

File Upload

Upload your School Crest, Badge or Design for this product here.
(Jpg, Pdf, Gif, Eps, Tif or Adobe Illustrator file types preferred, minimum resolution 300dpi.)

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Item Number:	QUE BOO LEA
Buy 1-249:	£0.71 Exc VAT Each
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Buy 500-999:	£0.57 Exc VAT Each
Buy 1,000+:	£0.54 Exc VAT Each

Minimum Quantity: 100

Your Total: Select Required Options

Quantity: Enter the quantity you'd like in the box below, or drag the slider bar to find a quantity and price that's best for you.

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Platinum Jubilee Products Available To Order.

Our Platinum Jubilee collection is now available to order! [Shop the new range now.](#) Click [here](#) to sign up for Running Imp and [Bespoke Medals](#) news, sales and more.

Home / Platinum Jubilee Commemorative Leather Bookmark

IN STOCK



Platinum Jubilee Commemorative Leather Bookmark

Product code: PJ2404

In stock

£0.99

Quantity

- 1 +

Total £0.99

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▼ Description

A part of our Platinum Jubilee Collection, these Platinum Jubilee Bookmarks are a wonderful memento for the cent. At 23cm (9") long, these leather silver printed bookmarks are ideal for children and adults alike.

There is no minimum order on this product.

Michelle Barron

From: Attleborough Enquiries
Sent: 31 January 2022 09:32
To: Michelle Barron
Subject: Queen's Platinum jubilee Beacons
Attachments: Guide_To_Taking_Part_Online.pdf

From: ~~Graham Botcher <gbotcher@attleboroughtc.org.uk>~~
Sent: 29 January 2022 22:32
To: Attleborough Enquiries <enquiries@attleboroughtc.org.uk>
Subject: Queen's Platinum jubilee Beacons

Good evening,

I am just wondering if there are any plans by the council to get involved with this event on 2nd June?

I have attached the official details, but from my perspective, I am offering to play the bagpipes from a central location on 2nd June at 9:35pm - this is part of a nationwide and commonwealth event. Town criers are being asked to get involved as well, along with organising a beacon. For reference, I did the recording of the "Battles o'er" for the council for VE Day.

I have signed myself up for this anyway, in order to get information sent to me, but I think it is something that would be good to have council backing for an organised event. I don't think it would be overly successful if I did this unilaterally!

I look forward to hearing from you

Kind regards
Graham Botcher

Attleborough resident

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Michelle Barron

From: ~~Glynis Harold Chair@attleboroughscouts.org.uk~~
Sent: 28 February 2022 12:48
To: Michelle Barron
Subject: Beacon

Good afternoon,

We would be delighted to have the honour of lighting the beacon. We have asked the two eldest Scouts to do this for us, as it is quite late. They and their parents are happy to do this.

Also Lindsey said you might be able to provide a plaque for our trees and possibly the mayor to attend a planting ceremony? We would be happy for this too.

Our trees are not arriving until early June. Until we have them we cannot give a date though.

We did not go for the grant for the trees as there would be 15 far too many for us to plant at the hall.

Regards

Glynis
Executive Committee Chair
1st Attleborough Scout Group

www.attleboroughscouts.org.uk

We prepare young people with skills for life
Registered charity number 1012900

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 The Queen's
 Platinum Jubilee
 Beacons



THE QUEEN'S
 PLATINUM JUBILEE
 BEACONS
 2ND JUNE 2022


 2nd June 2022

IMPORTANT INFORMATION

Dear Participant,

RE: THE QUEEN'S PLATINUM JUBILEE BEACONS 2ND JUNE 2022

We are delighted you are taking part and would like to confirm the following.

TOWN CRIERS - THE 'PROCLAMATION'

Town Criers are being asked to undertake the 'Proclamation' from central locations within their local communities at **2pm**.

PIPERS - 'DIU REGNARE'

As you know, we are encouraging those lighting Beacons to source a local Piper to play this lovely tune at their Beacon site before the Beacon is lit, adding a musical element of the occasion, and would ask Pipers play 'Diu Regnare' at **9.35pm** please.

BUGLERS & CORNET PLAYERS - 'MAJESTY'

We would like to encourage all those lighting Beacons to try and source a Bugler or Cornet player from local Cadet Forces, Salvation Army, School and other voluntary Bands to play the unique Bugle Call - 'Majesty,' at **9.40pm**, officially announcing the lighting of the Beacons at **9.45pm** please, and would those able to engage these, please register their involvement in a similar way to their Beacon at brunopeek@mac.com, enabling us to include their involvement.

THE QUEEN'S PLATINUM JUBILEE BEACONS & CHOIRS

Would you all be kind enough to plan lighting your Beacon/s at **9.45pm**.

CHOIRS & THE SONG FOR THE COMMONWEALTH

From the Guide To Taking Part you will have seen that we have been running a Commonwealth-wide Song Competition since 2nd June last year, with the winning song being sung by choirs large and small, from individual locations of their choice within their local communities, including Beacon sites where possible, as the Beacons are lit at **9.45pm**, in a unique musical tribute to Her Majesty The Queen that evening, filling the world with the sound of music and song.

continued overleaf

With this in mind, we would like to encourage you to source a local church, school, community, Salvation Army etc, choir, to undertake the singing of this song at your Beacon site as your Beacon is being lit. If successful, please register your choir **DIRECT** to www.commonwealthresounds.com, enabling us to include their involvement.

The music for 'Majesty' is available in the current Guide To Taking Part found at www.queensjubileebeacons.com. The music and words for the 'Song for the Commonwealth' are available from www.commonwealthresounds.com.

The Guide To Taking Part will continue to be updated at the end of each month through to 30th May 2022, as more and more communities, organisations, councils and individuals etc, join the event.

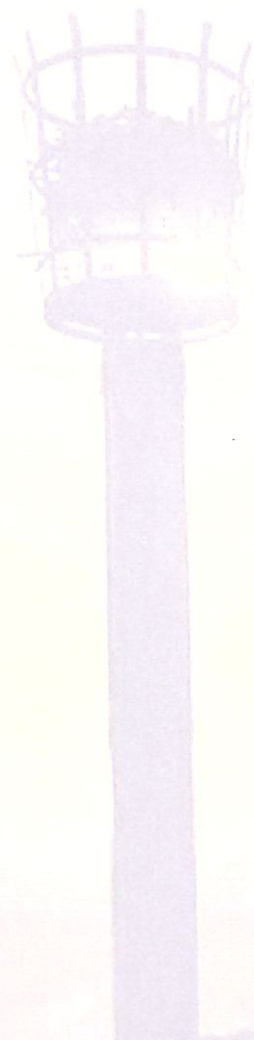
Together, your generous involvement in this celebration of The Queen's Platinum Jubilee on 2nd June next year, will enable us all to say a really big **'thank you'** to our Queen Elizabeth, who at her Coronation, dedicated her life to serve us all, and has more than kept that promise even through difficult times, so thank you and your community/team/organisation etc, for taking part.

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
www.queensjubileebeacons.com



Michelle Barron

From: Bruno Peek <brunopeek@mac.com>
Sent: 28 January 2022 12:16
To: Michelle Barron
Subject: Fwd: THE QUEEN'S PLATINUM JUBILEE BEACONS 2ND JUNE 2022
Attachments: Queens Platinum signature block.jpg; ATT00001.htm; Participants update letter.pdf; ATT00002.htm; Page 22.pdf; ATT00003.htm; Calling all Commonwealth Choirs (Poster).pdf; ATT00004.htm

Dear Michell,

RE: THE QUEEN'S PLATINUM JUBILEE BEACONS & ASSOCIATED EVENTS - 2ND JUNE 2022

We are delighted you are taking part in this special tribute to Her Majesty The Queen on 2nd June 2022, by lighting a Beacon, and would like to confirm the following.

- (1)** Please light your Beacon at **9.45pm**.
- (2)** I attach a quick update of the other activities taking place as part of the Beacon lighting. If you wish to organise one or more of these elements to enhance your event - subject to local availability of course, please register them in a similar way to your Beacon before 30th May
- (3)** For a bit of fun too, along with celebrating the best of British produce, Country Women Country Wide have developed The attached Queen's Platinum Jubilee Beacon Tart which could be baked and served during your celebrations around your Beacon

We wish you well with your planning and will be sending you further information nearer the time. However, if you require any further advice, please

call me on 07737 262 913 from 8am through to 8pm,
Monday to Saturday pm.

My warmest regards regards,

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The Queen's Platinum Jubilee Beacon Tart

Ingredients representing all 4 nations of the UK
England: Cheddar Cheese Northern Ireland: Potatoes
Scotland: Smoked Salmon Wales: Leek
 Average cost of ingredients per tart, between £3.75 & £5.00
 The following quantities will serve TEN people.

Pastry
 140 g (5 oz) plain flour
 35 g (1 ¼ oz) margarine
 35 g (1 ¼ oz) vegetable fat
 About 1 ½ tablespoons cold water
Or use ready-made shortcrust pastry
 * 20 cm (8") loose-bottom flan tin
 * baking beans

Filling
 100 g (4 oz) Smoked salmon (trimmings or chopped small)
 50 g (2 oz) leek
 100g (4 oz) cooked potatoes
 70g (2 ¾ oz) Cheddar cheese (grated)
 200 ml (7 fl oz) single cream
 2 large eggs (beaten)
 1 tablespoon fresh chopped parsley
 Black pepper
 Butter or oil

- To make pastry - place flour in bowl add the fats and rub in lightly with fingertips until mixture resembles fine breadcrumbs. Add enough cold water to bind to a soft dough, knead briefly and shape in to a ball. Wrap and chill for 30 minutes.
- Roll out the pastry and use to line the flan tin. Prick the bottom of the pastry with a fork. Line pastry shell with foil and fill with baking beans. Place tin on a heated baking tray and bake in preheated oven at 200°C Fan (Gas 7) for 10 minutes, remove foil and baking beans, return to the oven for a further 10 minutes.
- Reduce oven temperature to 160°C Fan (Gas 4).
- Scrub potatoes and place in a pan of lightly salted boiling water to cook for 15 minutes. Drain and allow to cool before removing the skin and then slicing thinly.



- Finely chop leek. Heat a little butter or oil in a small frying pan, add chopped leek to the pan and cook over a low to moderate heat, stirring occasionally, for about 10 minutes until soft but not coloured - allow to cool.
- Mix together cream, beaten eggs, chopped parsley and plenty of ground black pepper. Layer filling in pastry case; spread smoked salmon over base of tart followed by cooked leek and then 50 g (2 oz) grated cheese (keeping remaining 20g (¾ oz) to sprinkle on top). Top with thinly sliced cooked potatoes. Sprinkle remaining grated cheese over the top then gently pour cream and egg mixture in to the tart.
- Bake in oven for 30 - 35 minutes until filling is set and golden. Serve cold.

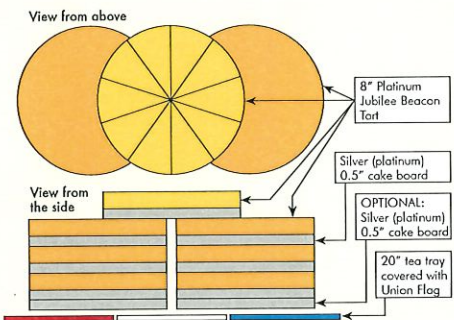
NB These quantities also make 18 small tarts using 8cm (3 ¼") plain round cutter and lining paty tins. When making small tarts there is no need to blind bake the cases first. Bake small tarts at 160°C Fan (Gas 4) for about 30 minutes until filling is set and golden.

Guide to serving

A construction of seven Platinum Jubilee Beacon Tarts as shown below will serve 70 guests.
 Each tart represents a Decade of Her Majesty's reign.
 Each slice represents a Year of Her Majesty's reign.
 You will need: 7 x 8" freshly made Platinum Jubilee Beacon Tarts as per recipe
 7 x 8" x 0.5" silver (platinum) cake boards

1 x 20" tea tray
 2 or 3 x Union Flag napkins
 Optional: 2 additional silver (platinum) cake boards if greater elevation is required
 Additional napkins to hand to guests with their slice of tart

Create two stacks of 3 x 8" tarts, each on a silver (platinum) cake board, and place side by side on a 20" rectangular tray covered with Union Flag napkins. Place a further tart centrally on top (7 tarts in total).



The above produces a 6" high stack of tarts. If further elevation is needed an additional cake board could be placed under each stack of 3 tarts.

Once the top tart has been ceremonially cut, remove it from the stack and set to one side to cut into ten slices. This will avoid crushing the tarts underneath. Carry out the same process for each subsequent tart, remembering to remove each one from the stack before cutting into ten. The slices can then be handed round to guests from their individual boards accompanied by napkins if desired.



11)

Subject: Platinum Jubilee High Street Trail

Good afternoon,

As part of our Platinum Jubilee celebrations, we are in the process of organising a High Street Trail across our market towns, looking at ways to encourage shoppers to our local high streets and raise awareness of our businesses around the May Half Term Holiday and the adjoining Bank Holidays.

Building upon the success of the Christmas reindeer trail, we'd like to invite you to participate in our Platinum Jubilee High Street Trail!

What is the premise of the trail?

"The Queen has been busy getting ready for her Platinum Jubilee, but she can't find her favourite crown, can you help her? Explore your local Breckland market town between *Monday 16th May and Sunday 19th June* to find at least 10 missing crowns hidden in the shop windows of local businesses and support your high street along the way. As a reward for your services to her majesty the Queen, five lucky winners will be awarded a royal Breckland day out for a family of four."

How can participants take part?

Those residents who wish to participate will be able to download all resources from a specific jubilee page on the [Breckland website](#). We will ask participants to find 10 golden crowns across the region and submit an entrance trail form via email or post.

How will we publicise the trail?

- Social media posts
- Leaflets in schools and other community groups
- Breckland magazine
- Press release/working with local press
- Social media images for you to use

The trail will run from Monday 16th May and Sunday 19th June 2022.

If you'd like to participate or have any questions please contact me by replying to this email.

Thank you in advance,

Amelia

Amelia Moy | Enterprise Development Officer | **Breckland Council**