



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 23rd May 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
18th May 2022

AGENDA

Events and Communication Committee Membership

Cllr J Ellis, Cllr T Taylor, Cllr R Redfern, Cllr D Lane, Cllr V Dale, Cllr A Smith,
Cllr S MacKinnon, Cllr P Wenham, Cllr A Westby, Cllr R Bond,

1 Election of Committee Chairman

To receive nominations and elect the Committee Chairman for the municipal year 2022-23

2 Election of Committee Vice-Chairman

To receive nominations and elect the Committee Vice-Chairman for the municipal year 2022-23

3 Apologies for Absence

To receive and accept apologies for absence.

4 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.

5 Minutes of last meeting

To accept and approve the minutes of the meeting held 9th May 2022

- 6 Matters Arising
- 7 Public Participation (10 minutes)
- 8 Attleborough Heritage Group use of Town Hall Charges for acceptance and approval
- 9 PA System for consideration and approval
- 10 Pride Jubilee Event for consideration and approval
- 11 Application for an Alcohol Licence - for consideration and approval
- 12 Jubilee Update
- 13 Public Participation (10 minutes)
- 14 Correspondence
 - a) Request from Lighthouse for a stall on Saturday 4th June for consideration and approval
- 15 Any other business that the Chair feels is urgent (for discussion only)
- 16 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 9th May 2022 at 6.00pm
Held at the Town Hall, Queens Square.

Present:

Cllr T Taylor Cllr D Lane Cllr V Dale Cllr A Smith
Cllr P Wenham Cllr J Ellis Cllr S MacKinnon
In attendance – Michelle Barron – Clerk
A Willett – Clerks Assistant (minute taker)

64.21) Apologies for absence - Cllr Tyrer

65.21) 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

66.21) Minutes to accept and approve the minutes of the meeting held 11th April 2022

Cllr Taylor requested amendment to Min 59.21 correction to spelling Ry's Bar. On the motion of Cllr Taylor, seconded by Cllr Wenham, it was

RESOLVED to approve the minutes of 11th April 2022 with the amendment

ACTION: TOWN CLERK

67.21) Matters Arising

Cllr Lane gave an update

- Youth Event and Saturday Parade both in hand
- Hire of toilets cancelled
- Army Cadets have been asked and Ry's Bar & Grill co-ordination Teddy Bears Picnic
- Street parties still to be addressed
- Book marks ordered
- Planting trees handed to Environment Committee and Scouts planting some

68.21) Public Participation - None present

069.21 Jubilee Budget Update –

No sponsorship had been received and out of £5,000 there is £1,314 left to spend. Items purchased included

- Bookmarks, flags, bunting and picnic boxes
- Gifts for school children
- Donations to Attleborough Heritage Group and Youth people
- Banners, Face painting and games for Saturday

- Children's disco arranged but times had to be slightly altered
- Cllr Dale would like to donate the funding from the stocks

070.21) Jubilee suggestions and alterations

- a) Town Clerk had meeting with Ignite but there were valid reasons not to hold event at the Dell which included safeguarding issues in getting to and from the area and it being a residential area. They have requested to change venue to Queens Square and are happy to risk assessments and run the event but would like to have Councillors present and would be grateful for a contribution of £100 to firewood and hot dogs/hot chocolate.

On the motion of Cllr Taylor, seconded by Cllr Dale, it was
RESOLVED to accept and approve the request to use Queens Square and contribution of £100

- b) Pride Homecare Event

Cllr Lane read out their letter and after a discussion

On the motion of Cllr Lane, seconded by Cllr Wenham, it was
RESOLVED to refuse current application and write a letter to ask them to submit a proposal at the next meeting and postpone advertising until permission granted.

ACTION: TOWN CLERK

- c) Decorating the town –

Proposed date 21st/22nd May

- d) Lightbulb change

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

RESOLVED to purchase four purple light bulbs for the outside lanterns on the front of the Town Hall

ACTION: TOWN CLERK/JE

071.21) Jubilee Programme – A5 leaflet and distribution

Cllr Lane stated it would cost £500 to produce and £500 to distribute it. There could be a page for all the entries for logo competition and there would be lots of local shops willing to take and distribute which would save money.

On the motion of Cllr Lane, seconded by Cllr Ellis, it was

RESOLVED to go ahead and produce an 8-page Jubilee programme and distribute as discussed.

072.21) Public Participation (10 minutes) - None present

073.21) Correspondence – None received

074.21) Any other business that the Chair feels is urgent

Cllr Mackinnon gave an update on responses from local businesses with the vast majority either given or promised tombola prizes and very receptive to the window display.

Cllr Taylor reported there had been a good take up on the stalls with a possible thirteen and eleven for the Teddy Bears Picnic. Also Tony Perkins could supply sausages for the Beacon lighting at a discounted price.

075.21) Date and time of next meeting.

23rd May 2022

Meeting closed 6.40pm.

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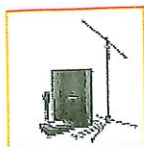
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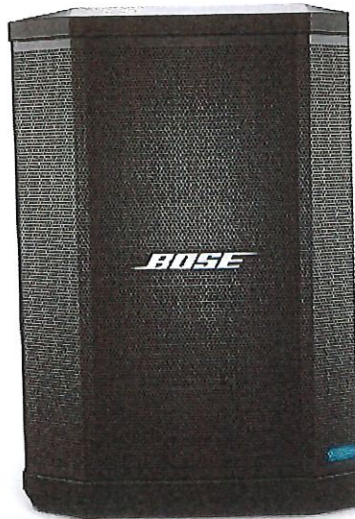
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OVERVIEW

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14 a)

Hi Michelle,

I hope you are keeping well and aren't so flat out with the Jubilee events that you haven't had time to enjoy a bit of sunshine!

I was wondering if there is still space at the fete on the Saturday 4th for a small stall? We were wondering about giving away free popcorn, but I'm not sure whether we would have access to electricity?

As you know we are hosting the Ignite firepit session on the Friday evening, but just for your info, we are also holding a big street party at the Lighthouse and have invited all the neighbours from the surrounding roads for a free bbq. If you come across anyone who has no-where to go and no-one to celebrate with then they would be very welcome to join us.

Have a great day,

Sharon