



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

ATTLEBOROUGH TOWN COUNCIL

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

You are summoned to an Extraordinary Meeting of Attleborough Town Council To be held on Tuesday 25th July at 6.00pm

This meeting will be held at the Town Hall and a recording will be uploaded to YouTube
(the YouTube link will be posted on www.attleboroughtc.org.uk)

Michelle Barron
19th July 2023
Town Clerk

AGENDA

To transact the undermentioned business; to receive the following reports and to make such orders or give such directions as necessary: -

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 Queens Square Outdoor Cinema – for consideration and resolution.

- Cllr T Taylor will provide papers to support.

Expected Meeting Length is 30 minutes

Queens Square cinema proposal.

INTRODUCTION

The Attleborough Retail Group are very enthusiastic about promoting the town, encouraging footfall and supporting local businesses with various initiatives and incentives to shop local. On this occasion we would like to organise a town centre open cinema on Queens Square, in a joint venture with both Attleborough Town Council and Breckland Council. As our work is undertaken on a completely voluntary basis we hope that the two councils will enable this event for the benefit of the town, it's residents and businesses by contributing to the costs on a 50/50 match-funded basis.

AIMS & OBJECTIVES

Our aim is to provide a full day of fun for all ages with three cinema screenings of family favourites throughout the day and into the evening, providing local residents, a free to attend event during the school summer holidays. Queens Square has been chosen as the proposed location with a view of drawing people into our high street, encouraging footfall through the town and subsequently boosting trade for our local businesses. To compliment the cinema and further support and promote local businesses, the Attleborough Retail Group would like to invite local food/drink businesses to set up around the perimeter of Queen's Square (on the pedestrianised road) to sell a variety of refreshments. Due to the nature of the event, knowing how successful similar events have been elsewhere in the district and expecting residents from neighbouring villages to visit Attleborough for this occasion, we anticipate that the event will be very well attended with numbers reaching the high hundreds, and possibly exceeding 1000 people throughout the course of the day.

COST

Having made enquiries with the screen provider they have availability on **Saturday 19th August 2023.**

Option one

The cost for their big screen (**10M x 6M**) will be **£2295 for one night, £3895 for 2 nights** and £4895 for three nights. All prices are subject to VAT.

This includes:

- 10M x 6M inflatable screen (Suitable for 100 - 1,500 people)
- 16,000 Lumini projector (and back-up projector)
- 6K PA System/Drive In Equipment
- Projectionist/ Screen Technician
- Set up and pack down on day of event
- Travel and accommodation
- Advice on film choice and event management
- Zoom meeting prior to event to discuss event day
- Risk assessments (If required)
- Open Air Cinema organisers checklist
- Third Party Public Liability Insurance up to £5M

Option two

The cost for their big screen (**8M x 4M**) will be **£1,890 for one night, £2,890 for 2 nights** and £3,790 for three nights. All prices are subject to VAT.

This includes:

- 8m x 4m inflatable screen (Suitable for 100 - 1,000 people)
- 10,000 Lumini projector (and back-up projector)

- 6K PA System/Drive In Equipment
- Projectionist/ Screen Technician
- Set up and pack down on day of event
- Silent Generator
- Travel and accommodation
- Advice on film choice and event management
- Zoom meeting prior to event to discuss event day
- Risk assessments (If required)
- Open Air Cinema organisers checklist
- Third Party Public Liability Insurance up to £5M

Optional extras:

TEN's License Application and Admin - £69.99

Film License Admin - £49.99 (Please note there is a fee payable to Filmbank Media after your event, the cost depends on whether you are charging for tickets for your event or not).

Ticketing Platform - £39.99

Our preferred option, which meets the aims and objectives set out above is the 8M x 4M screen for one night at a cost of £1,890.

PAYMENT

It is proposed that Attleborough Town Council make the initial payment and that Breckland Council then reimburse them for 50% of the overall cost (£945).

PROMOTION & ADVERTISING

Any promotional materials and advertising produced by the Attleborough Retail Group members, including electronically on social media, would reference both councils and include branding/ logos.

Thank you for your consideration.

The Attleborough Retail Group.