



# **BRANDON**

## TOWN COUNCIL

### **LOCAL GOVERNMENT ACT 1972**

### **NOTICE OF A MEETING OF**

### **BRANDON TOWN COUNCIL**

YOU ARE HEREBY SUMMONED TO ATTEND THE EVENTS COMMITTEE MEETING OF BRANDON TOWN COUNCIL, WHICH WILL BE HELD IN THE OLD SCHOOL HOUSE BRANDON, THURSDAY 28<sup>TH</sup> MAY 2026, STARTING AT 10.00 A.M.

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING. THE MEETING CUSTOMARILY INCLUDES A 15-MINUTE OPEN FORUM, WHEN MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS ARE INVITED TO ADDRESS THE COUNCIL.

Tina Cunnell

Clerk

Brandon Town Council

### **AGENDA**

26/26	<b>Election of Chair</b> To elect a Chair
26/27	<b>Election of Vice Chair</b> To elect a Vice Chair
26/28	<b>Apologies for Absence</b> To receive
26/29	<b>Declarations of Interest and requests for Dispensations</b> To receive. If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

26/30	<p><b>Minutes of Previous Meetings</b>  To confirm the minutes of the Events Committee meeting held on 5th February 2026 as a true record and be signed/initialled by the Committee Chairman. Decision required: To agree accuracy of minutes.</p>
26/31	<p><b>Public Participation Time</b>  The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.</p>
26/32	<p><b>Terms of Reference</b>  To agree Terms of Reference for the Committee</p>
26/33	<p><b>Updates on Events</b></p> <ul style="list-style-type: none"> <li>• Easter Event</li> <li>• May Day Event/Maypole Dancing</li> </ul>
26/34	<p><b>Receive updates on agreed Events 2026</b>  Updates on Events for 2026:-</p> <ul style="list-style-type: none"> <li>• Orchard Day</li> <li>• Music on the Market</li> <li>• Summer Activities/Well Being Day</li> <li>• Nine Stiles Walk</li> <li>• Heritage Week 12<sup>th</sup>–19<sup>th</sup> September</li> <li>• Halloween</li> <li>• Remembrance Day</li> <li>• Christmas Fair</li> <li>• Christmas School Holiday Activities</li> <li>• Christmas Buffet</li> </ul>
26/35	<p><b>Officers Update</b>  To receive any information received since publication of agenda.</p>



# BRANDON

## TOWN COUNCIL

### EVENTS COMMITTEE MEETING OF BRANDON TOWN COUNCIL

#### OLD SCHOOL HOUSE BRANDON

THURSDAY 5<sup>TH</sup> FEBRUARY 2026 10.30 A.M.

Present: Councillors: Challiss (Chair), Savage, Watts.  
Officers: Cunnell, Prior, Barnes.

#### MINUTES

25/190	<b>Apologies for Absence</b> Apologies received from Cllr J Hughes, Cllr S Skinner.
25/191	<b>Declarations of Interest and requests for Dispensations</b> None.
25/192	<b>Minutes of Previous Meetings</b> Proposed by Cllr Challiss and seconded by Cllr Savage to agree and sign the minutes of the Events Committee meeting held on 11th September 2025. <b>RESOLVED</b>
25/193	<b>Public Participation Time</b> There were two members of the public present.
25/194	<b>Updates on Events</b> Christmas Fair:- Mrs Prior gave an update about the Christmas Fair and how it went:- <ul style="list-style-type: none"><li>• Feedback for new position of Christmas tree was mostly positive. Will become permanent.</li><li>• Feedback for Christmas lights from Lamp post on Market Hill was positive and will be permanent.</li><li>• Christmas fair was very busy and well supported again. We have needed to open a registration of interest list for stall holders. Paddleboarding Santa, Elsa and co and the DJ were all deemed as positive editions and will remain.</li></ul>
25/195	<b>Upcoming Events 2026</b> The following, proposed events were discussed:- <ul style="list-style-type: none"><li>• Light Up the Town – CPP Market Place – Light up the Town will be on 6<sup>th</sup> and 7<sup>th</sup> March, at St Peters Church with the Mural unveiling, at the Heritage Centre, on the evening of 5<sup>th</sup> March.</li><li>• Easter Trail/School Holiday Activities – Activities still to be decided, yoga sessions suggested.</li></ul>

	<ul style="list-style-type: none"> <li>• Maypole Dancing – on Market Hill. Proposed date Saturday 2<sup>nd</sup> May. Looking at Maypole dimensions.</li> <li>• Orchard Day – Discussed – Yoga sessions suggested and community 'efforts', fruit collection.</li> <li>• Music on the Market – Summer suggested.</li> <li>• Summer Activities/Well Being Day – BLP and Bush Adventures prospective partners. Well-being day – June/July – BiB interested. Discussed re-chalking the playground games on Market Hill.</li> <li>• Nine Stiles Walk – Help required putting up gazebo's, collecting the pans etc - proposed date Sunday 23<sup>rd</sup> August.</li> <li>• Heritage Week 12<sup>th</sup>–19<sup>th</sup> September.</li> <li>• Halloween – discussed having a 'trail' for small children in the Orchard – other suggestions were made.</li> <li>• Remembrance Day – discussed.</li> <li>• Christmas Fair – discussed – waving Santa off at the end in the dark. Will have Characters again.</li> <li>• Christmas School Holiday Activities – partner with BLP, Bush Adventures and BRBL – four events a week for funding.</li> <li>• Christmas Buffet – First time in 2025 was successful, we will do this again this year.</li> </ul>
25/196	<p><b>Brandon Festival</b> Representatives from Brandon Festival raised the following:</p> <ul style="list-style-type: none"> <li>• Concerns over money and accounts as previous Treasurer had not handed these over with no responses to communications sent</li> <li>• Mentioned the need to apply to Brandon Town Council for S137 money to enable the festival to go ahead.</li> <li>• Discussion about the support from BTC. BTC confirmed that their support would consist of general secretariat (marketing, posters etc) and compliance Referred to last Events minutes where it was resolved that BTC would partner with Brandon Festival.</li> </ul>
25/197	<p><b>Officers Update</b> The Clerk did not have any further updates.</p>

The meeting closed at 11.54 AM

Chairman

Date



# BRANDON

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## TOWN COUNCIL

Chairman: Cllr Philip Wittam    Town Clerk: Tina Cunnell

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### Events Committee Terms of Reference

#### **1. Purpose**

- The Events Committee is established to deliver and support events within the town, enhancing community engagement and promoting local culture, heritage and activities.

#### **2. Membership**

- The Committee shall consist of minimum of 3 Councillors and a dedicated officer.
- The Chairperson shall be elected annually by the Committee members.
- The Committee may co-opt additional non-voting members with relevant expertise.

#### **3. Meetings**

- The Committee shall meet at least 4 times a year at a time and place agreed by the members.
- A quorum shall consist of 3 members.
- Minutes of each meeting shall be recorded and circulated to all members of the council.

#### **4. Responsibilities**

- Plan, organize, and oversee events within the town.
- Ensure events align with the Council's strategic objectives and community needs.
- Manage the budget allocated for events, ensuring compliance with standing orders and financial regulations.
- Liaise with local organizations, businesses, and residents to foster collaboration and support for events.
- Evaluate the success of events and report findings to the Council.

#### **5. Authority**

- The Committee has the authority to spend its allocated budget without reference to Full Council, provided expenditures comply with standing orders and financial regulations.
- The Committee may form working groups to assist in specific tasks related to event planning and execution.

#### **6. Reporting**

- The Committee shall provide regular updates to the Council on event planning, progress, and outcomes.
- An annual report summarizing the activities and financial status of the Committee shall be submitted to the Council.

#### **7. Review**

- These Terms of Reference shall be reviewed annually and amended as necessary to reflect changes in the Committee's responsibilities or Council policies.

Adopted May 2025 Minute number 25/36

Review May 2026