



Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
Telephone 01760 722922

www.swaffhamtowncouncil.gov.uk



PLEASE REPLY TO: Claire Smith, Deputy Town Clerk email: deputyclerk@swaffhamtowncouncil.gov.uk

Swaffham Town Council **Market, Events and Tourism Committee**

You are hereby summoned to the first meeting of the **Market, Events and Tourism Committee** on **Monday, 9th September 2019 at 6.30pm** in the Council Chamber, Town Hall, Swaffham.

N.B. In case of non-members this agenda is for information only.

Claire Smith
Deputy Town Clerk

For information the Committee members are as follows: -

Mayor and Deputy Mayor: J Skinner and K Sandle

Councillors: L Beech, S Bell, G Edwards, B Holmes, I Pilcher

***Nominated Non-Councillors (to date):** Mr S Allen, Mr R Bartram, Mr P Cross, Mr F Eagle, Mr H Eagle, Mr E Ratcliffe, Mr. D Smith, Ms K Wells, Mr R Woods

Summons issued 4th September 2019

AGENDA

1. To Elect a Temporary Chairman from the appointed Councillors.
2. *To Elect the Non-Councillor Committee members from those nominated, including any late nominations received after the agenda is published.
3. To Elect a Chairman and Vice Chairman for the forthcoming year 2019-20
4. To receive apologies for absence
5. To receive declarations of interest for items included on the Agenda

To adjourn the meeting to allow any traders or members of the public to address the Market, Events and Tourism Committee in a **PUBLIC & TRADERS OPEN FORUM** (Maximum of 15 minutes)

6. To receive and consider Market, Events and Tourism issues from Non-Member Councillors (at the Chairman's discretion, prior notification must be received).

7. **** To receive and agree the Minutes of the 12th August Final meeting of the Market Committee**
8. **To receive and consider a report from the Deputy Town Clerk regarding Market issues with input from the Market Superintendent:**
 - 8.1. Changes to Market Licences
 - 8.2. New Casual Trader applications
 - 8.3. New Regular Traders
9. **To Receive update on arrangements for the Christmas Lights Switch on Event**
**** For information event plan attached**
10. **To Receive an update on the installation of the Christmas Lights**
 - 10.1. Blachere Christmas lights video competition
 - 10.2. To confirm arrangements for the installation
11. **To Receive feedback on the Car Rally Event**
12. ****To consider the event for 75th Anniversary VE Day 2020**
Email from Cllr Pilcher attached with initial ideas for the event.
13. **To consider an event to mark 75th Anniversary VJ Day August 15th 2020**
14. **To Receive and Consider Urgent Late Market, Event and Tourism related issues at the discretion of the Chairman (prior notification must be given).**
15. **To agree date for next meeting:** Monday 14th October 2019 6.30pm