

BRANDON TOWN COUNCIL

Minutes of the Events Committee Meeting
held on Monday 25th September 2023 in the Council Chamber, Old School House,
Market Hill, Brandon at 12:00pm

Present: Mrs A Barnes, Mrs J Blanchard, Cllr N Siebert, Mrs J Prior

In the absence of the Chair, Mrs Prior was voted unanimously to Chair the meeting.

- 1 **APOLOGIES** for absence and approval of reasons tendered.
Cllr J Hughes, Cllr C Watts, Reverend S Coburn – apologies accepted.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
Mrs A Barnes and Mrs J Prior – Employees.
- 3 **TO RECEIVE, CONFIRM AND SIGN MINUTES** of Events Committee Meeting of 8th June 2023.
Proposer: Mrs A Barnes
Seconder: Mrs J Blanchard
Resolution Record No: **BTCE/74/25/Sep/23**
CARRIED: Unanimous
- 4 **PUBLIC PARTICIPATION**
None.
- 5 **UPDATE – Remembrance Day.**
Mrs Prior provided an update regarding road closures for Remembrance Sunday. These have either been issued or are in the process of being issued. There should not be any problems with having the licences granted. Mrs Barnes asked if the Royal British Legion would require our PA system, chairs and gazebos and also if the podium should be located outside the Bowls Club as it normally is. Mrs Prior said she would email the Chairman of the Royal British Legion and ask what is required. Mrs Barnes mentioned that preparations and supervisions for the Remembrance parade would require two members of staff at five hours each.
- 6 **COSTINGS – to finalise Christmas Event costings to put before Full Council.**
Mrs Prior produced a list of all the costings required for the Christmas event and explained the reasons for each costing. A discussion then took place to discuss these costings individually. There was also a discussion about the possibility of buying some artificial trees for the High Street this year and the cost of doing so. These trees would hopefully last for many years, so even though the initial outlay would be more than real trees it would be a one-off payment and would save money in the long term. Mrs Barnes explained that it would also save time having artificial trees as with real trees they have to be trimmed to fit in the brackets and the lights put on each year, which with the artificial trees the lights could stay on from one year to the next.

Signed.....

As a decision will need to be made at Full Council to approve any event spending, this request will have to go before the Full Council and the next meeting is not until 9th October, however there is an EGM on Wednesday where Mrs Prior would ask the Chairman to add an item to the agenda, in order to get the items ordered in good time.

A discussion took place regarding Santa and when he would arrive, possibly at the start to open the event and also if there should be two Santas if the grotto is open during the whole event. Cllr Siebert would enquire with the Rotary Club, to see if they could help with an additional Santa.

Mrs Blanchard asked permission to undertake the erecting of Christmas lanterns and decorations on Victoria Avenue and placing window decorations at Old School House, everyone was in agreement. Mrs Prior explained that she had made enquiries about portable toilets and it was decided that it would be more cost effective to have a disabled toilet although it might actually not be possible as a ramp would be needed as the toilet would have to be on the pavement. Consideration is still being given to whether we provide a toilet as we have not supplied one previously and it may prove difficult. Mrs Blanchard commented that she has had toilets supplied free of charge by West Suffolk Council for events she has organised at the Brandon Country Park. Mrs Prior is to investigate further.

7 DISCUSSION - D-Day 80th Anniversary - 6th June 2024.

After a short discussion it was decided that our D-Day celebration would be held on Saturday 8th June 2024. We hope to arrange for a service on Market Hill on the actual D-Day and will have further discussion about what form our celebration will take. Cllr Siebert commented that she would contact people that could provide entertainment that she thought would be relevant and report back at the next meeting. One suggestion was that we held a forties style street party/tea party. It was suggested that we contact Darren Norton, the Heritage Centre and the British Legion for any input they may want to give.

8 CORRESPONDENCE

None.

9 ANY OTHER BUSINESS – AT THE DISCRETION OF THE CHAIRMAN

Mrs Blanchard informed the meeting that the Halloween Event will be held on Market Hill during the market on Thursday 26th October. Brandon Town Council will set up their four gazebos for the event.

The meeting closed at 12.57pm

Signed.....