



## AYLSHAM COMMUNITY EVENTS COMMITTEE

### MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 20<sup>th</sup> JULY at 7:00pm

#### **PRESENT:**

Giles Margaron	-	Town Resident
Joan Bennett	-	Councillor
Patrick Prekopp	-	Councillor
Fiona O'Hara	-	Town Resident
Sue Lake	-	Aylsham Town Council Town Clerk
Donna Butcher	-	Aylsham Town Council Events & Admin Officer

#### **1. TO APPOINT A NEW CHAIRMAN FOR THE COMMITTEE**

Giles Margaron put himself forward for the position of Chairman on a temporary basis. This was agreed by the committee.

#### **2. WELCOME INTRODUCTIONS & APOLOGIES**

Giles welcomed Fiona O'Hara to the committee and Fiona introduced herself and gave a background of her experience in event management. Apologies received from Ian Gravenell, Andrew Strange and Richie Barnett.

#### **3. TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS**

None received.

#### **4. TO CONFIRM MINUTES OF MEETING HELD ON 16 FEBRUARY 2022**

The minutes of the meeting held on 18<sup>th</sup> May 2022, as previously circulated were then confirmed and signed.

#### **5. INFORMATION ON MATTERS ARISING**

None.

#### **6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK**

None present.

#### **7. TO RECEIVE THE EVENTS OFFICER'S REPORT FOR THE JUBILEE WEEKEND**

Donna Butcher reported that the Party at the Park and the Street Party were both well received and well attended. Points raised for similar future events; to employ security, if necessary, where alcohol is being consumed and marshals, if needed, from a safety aspect. Giles suggested speaking to Steven Hitcham as he uses security and marshals for EPIC 5K. A list to be made of where tables and chairs are acquired from for the street party, Fiona will send a list through of the equipment available from the ACT

centre. Sue Lake reported the 'Our Town' event wasn't very well attended and could not be advertised sufficiently due to the high school failing to put anything in place, leaving Sue and Mary to organise it at short notice.

**8. TO DISCUSS EVENTS FOR THE REMAINDER OF 2022 AND INTO 2023**

- Donna confirmed the band, Sons of Mark, have been booked for the Christmas lights switch on and the trailer has been secured for the stage. The Vocalights choir and students from the high school will also be performing. Sue confirmed the Tom Youngs has been approached to switch lights. It was announced that we have booked two reindeer for the evening and it was suggested that a possible suitable location would be Barclays Bank car park. The letter to Santa will also run again this year. Donna will confirm with Helen at Eclipse that Santa's Grotto will be situated in the salon this year. Donna to check with Olly for the sky scanner to be booked for the event.
- The date for the Christmas Craft Fair was confirmed as Saturday 3 December, a number of traders have already booked.
- It was discussed that something similar to Oak Apple Day and the Aylsham Festival could be amalgamated, however, Fiona raised concerns over the timing being in the school holidays and this might effect attendance of the event. A number of options were discussed for a summer fete or festival.
- It was agreed that film afternoon/evenings would be a good idea and Fiona put forward the concept of the 'Baby Screen' cinema and proposed to organise the first event to be held at the Town Hall.

**9. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING**

Sue discussed a meeting with Graham Peers from Broadland and South Norfolk Council regarding a linked website for events.

**10. TO AGREE DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 21<sup>st</sup> September 2022 at 7:00pm in the Council Chamber.

**11. CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 8:30pm