



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 17TH SEPTEMBER 2025 at 7:00pm

PRESENT:

Patrick Prekopp	-	Councillor
Cheryl Bould	-	Councillor
Kevin Cunnane	-	Councillor
Joan Bennett	-	Town Resident
Giles Margarson	-	Town Resident
Caron Lawrence	-	Aylsham Business Consortium
Donna Butcher	-	Office & Events Manager

1. ELECTION OF CHAIRMAN

Patrick Prekopp proposed Cheryl Bould. The committee agreed.

2. WELCOME INTRODUCTIONS & APOLOGIES

The chair welcomed the committee. No apologies received.

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

None received.

4. TO CONFIRM MINUTES OF MEETING HELD ON WEDNESDAY 16TH JULY 2025

The minutes of the meeting held on Wednesday 16th July 2025, 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 UPDATED TERMS OF REFERENCE FOR THE COMMITTEE

With one amendment – “the quorum shall consist of 4 members” to include - *one of which to be a councillor*, the terms of reference were agreed.

8. TO CONSIDER ADOPTION OF AN EVENTS MANAGEMENT POLICY

The Events Management Policy was agreed by the committee.

- 9. TO DISCUSS PLANS FOR THE CHRISTMAS LIGHTS SWITCH ON**
Donna proposed the idea of not having a musician at the event and just have Christmas music playing instead. It was agreed that Donna would cost out the use of the sound system for the trailer and whether any savings could be made. Giles confirmed that Edward Margarson is available to DJ the event. Caron to send a WhatsApp to the ABC members regarding a £10 fee if they wish to have a stall outside their premises. Donna to purchase a new event parking sign with clear indication of the time the car park will be locked. It was agreed that there should be volunteers to cover the car park on the night. It was agreed that a separate group should be formed to plan a new set up for Santa's Grotto. Donna suggested a member or members of the Royal British Legion or ex-military, possibly Michelle Steadman, to switch on the lights. The committee agreed to defer this to the next meeting.
- 10. TO DISCUSS A RE-ARRANGED DATE FOR THE QUIZ NIGHT**
Donna informed the committee that there are no suitable dates for the remainder of the year. It was agreed that, as there are already a number of well-established quiz nights in the town, we would cancel this event.
- 11. TO DISCUSS EVENTS FOR 2026**
A list of events were agreed – as follows:
10 May - Spring Market & Craft Fair
30 May - Community Fayre
21 June - Summer Solstice Street Party
19 Sept - Jobs Forum
27 Nov - Christmas Lights Switch On
5 Dec - Christmas Craft Fair
Caron put forward the idea of ABC organising a carnival, Cheryl suggested contacting North Walsham Business Network to get advice from them on how they organise their event.
- 12. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING**
An event proposal form, for other committees to present to the Events Committee. Finance update(inc reserves) for every meeting. Volunteers form. Volunteer roles for Christmas lights night and the event management plan.
- 13. TO AGREE DATE OF NEXT MEETING**
It was agreed that future events meetings would take place during the day. The next meeting will be held on Wednesday 22nd October at 11am in the Drill Hall, Cawston Road.
- 14. CLOSURE OF THE MEETING**
There being no further business the Chairman closed the meeting at 8:27pm

CB 20.11.25