



AYLSHAM COMMUNITY EVENTS COMMITTEE

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

PRESENT:

Cheryl Bould (Chairman)	-	Councillor
David Anderson	-	Councillor
Kevin Cunnane	-	Councillor
Patrick Prekopp	-	Councillor
Kay Montandon	-	Town Council Chairman
Joan Bennett	-	Town Resident
Giles Margarson	-	Town Resident
Donna Butcher	-	Town Council Office & Events Manager

1. WELCOME INTRODUCTIONS & APOLOGIES

The chair welcomed the committee. No apologies received.

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

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON WEDNESDAY 17TH SEPTEMBER 2025

The minutes of the meeting held on Wednesday 20th November 2025, as previously circulated were *confirmed* and signed.

4. INFORMATION ON MATTERS ARISING

None raised.

5. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK

None present.

6. TO RECEIVE A DEBRIEF OF THE CHRISTMAS LIGHTS SWITCH ON EVENT

Cheryl advised the committee of the incidents recorded on the Safety Officer's Log:

- Members of staff from Stamp moved the barrier to access their car park, another car followed behind and tried to get through to the market place – asked to stop by the steward, very aggressive response, turned round eventually. The local beat manager informed Cheryl to take a photo of the car's registration plate and pass to him to deal with if it happens at future events.

- Underage drinking at the pump – Onsite police presence spoke to the individuals involved.

It was **agreed** that improved communication was needed with both Stamp and the Black Boys regarding access to their car parks during the event. Giles reported that the new signage at Bure Valley Railway car park worked well. Kay reported that no vehicles used Aylsham High School car park. It was **agreed** that earlier advertising and better signage is needed for next year, should the school agree to our use of the car park again. Donna voiced her concerns over the barriers being manned and that leading to confrontation and traffic being expected to be let through. It was **agreed** that a bigger advance notice would be put in Just Aylsham prior to the event, in addition to the letters that Joan delivers to the residents. It was discussed that Rodney from East Anglian Fire & Rescue experienced some comments from the public over the placement of his first aid vehicle and that it was blocking the view of the Christmas tree. Donna advised the committee that this had been the area where the vehicle has been parked for a number of years. The reason being that it is on the edge of the market place and enables an easy exit in an emergency situation. It was **agreed** that this is the best place for the vehicle and that anyone with a comment or complaint should be directed to the Event Manager. Underage drinking was raised as a concern this year and seemed to be more prevalent than in previous years – onsite police to be advised of this ahead of next year's event. Some issues were reported with the walkie talkies, mostly the ear pieces and interference, but overall were considered very useful and much needed for the event

Other points discussed:

Premises licences to be available for the kitchen staff to produce if required

ID requirements sign for the kitchen when serving alcohol

More bins needed – **Donna** to get cost from Biffa

Confirm trailer again for next year – **Donna** to email

Write to traders re Red Lion Street – **Cheryl** to draft letter

Thank BVR for use of car park – **Cheryl** to email Andrew

Thank Ray Gilding for being Santa – **Donna** to send letter

Get costing for scene projection/light show – **Giles** to speak to Olly

7. TO DISCUSS COST SAVING EVENT

Kay outlined the objective of the event and gave a brief explanation of who will be taking part and what they will provide. A request for volunteers was made. Donna and Kay to agree a date for a meeting regarding the hall set up. A name for the event also needs to be decided upon.

8. FINANCE – TO AGREE BUDGET FOR 2026/2027

The committee had received a copy of the draft budget, circulated prior to the meeting. Donna to check with Faye what is included with the seasonal market grant for entertainment and advertising. The costing for first aid was thought to be very expensive, it was **agreed** to keep this in the budget for the time being but to investigate pricing nearer to the events. Grants to be investigated as part of funding the Street Party. With all of this in mind the budget was **agreed**.

- 9. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING**
Review all events currently planned for 2026. Cost cutting event update.
- 10. TO AGREE DATE OF NEXT MEETING**
Wednesday 21st January 2026 at 7pm
- 11. CLOSURE OF THE MEETING**
There being no further business the Chairman closed the meeting at 8:20pm