



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 19TH FEBRUARY 2025 at 7:00pm

PRESENT:

Fiona O'Hara	-	Chair (Town Resident)
Patrick Prekopp	-	Councillor
Joan Bennett	-	Councillor
Kevin Cunnane	-	Councillor
Giles Margaron	-	Town Resident
Kay Montandon	-	Chair, Aylsham Town Council
Phil Chapman	-	Locum Town Clerk
Revd Natalie Rees	-	St Michaels Church
Faye Le Bon	-	Incoming Town Clerk
Emma Payne	-	Aylsham Business Consortium
Caron Lawrence	-	Aylsham Business Consortium
Donna Butcher	-	Office & Events Manager

1. WELCOME INTRODUCTIONS & APOLOGIES

The Chair welcomed everyone and introductions were given from all attendees. Apologies received from David Anderson. It was stated the Cheryl Bould and Richie Barnett would be standing down from the committee but would be available to help at events when needed.

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

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON 15TH NOVEMBER 2023

The minutes of the meeting held on Wednesday 20th November 2024, as previously circulated were then confirmed and signed.

4. INFORMATION ON MATTERS ARISING

Item 8 of the minutes; price increase for Town Hall hire. Giles Margaron proposed that any price increase should be decided by the Town Council and not the Events Committee. This was agreed.

Item 9 of the minutes; plans to enlist more committee members. Donna to speak to Dan Apps to arrange social media promotion and Fiona to contact Cheryl for a table at the Community Fayre. Emma Payne agreed that she would mention the need for more members at the next ABC meeting.

- 5. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK**
None present.
- 6. TO DISCUSS FEEDBACK FROM CHRISTMAS LIGHTS NIGHT**
Fiona to forward the notes from the 'wash up' meeting to Donna.
- 7. TO DISCUSS PLANS FOR MOTHER'S DAY AFTERNOON TEA**
Donna confirmed that the promotional poster has been sent to Dan for advertising on social media and the website. Joan agreed to contact ACT and Dig In for quote to supply. Emma agreed to approach Misti Garnish from Bake Addiction for a quote to supply. Donna to arrange an advert for Just Aylsham.
- 8. TO RECEIVE AN UPDATE FOR HEALTHY TOWNS**
Kay informed the committee that the event is taking place on 3rd April 2025, and that the management of the event has been taken over by the Market Surgery PPG (patient participation group), who will be liaising with Kay and Donna. The participants will consist of local groups, classes and organisations advising of help and advice available to residents.
- 9. TO DISCUSS PLANS FOR THE STREET FOOD FESTIVAL**
Patrick confirmed that 15 vendors have signed up for the event. It was proposed that the Market Place and Red Lion Street should be closed for the event, this was agreed. Emma to approach the traders on Red Lion Street to gauge interest in participating with tables and chairs outside their businesses. Donna reiterated to the committee that she is on holiday at the time of the event and that an Event Manager will need to be appointed in her absence. Donna informed the committee that Council staff will be available at the beginning of the event to assist with putting barriers out and connecting the vendors to the electricity, all other duties will need to be covered by the Events Committee members.
- 10. TO DISCUSS PLANS FOR THE VE DAY STREET PARTY**
It was agreed that the street party will be promoted with a forties theme, optional fancy dress etc. Bands to be booked for the event with a short performance of forties music. It was, again, proposed that the Market Place and Red Lion Street are closed for this event to enable the traders to participate with tables and chairs outside their businesses. This was agreed in principle providing there is a need to do so. Donna to investigate funding for the event to go towards payment for decorations, bunting etc, to be distributed to the businesses and for the Town Hall, Market Place and Red Lion Street. Giles informed the committee that the Heritage Centre, in conjunction with Broadland District Council, will be holding some events in September. An email from a resident, Michelle Stedman, was distributed to the committee with some ideas for the commemoration of VE Day (see attached). This was agreed in principle with further discussions with Michelle required.

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

Update on all items on February agenda.

12. TO AGREE DATE OF NEXT MEETING

The next meeting will be held on Wednesday 19th March 2025 at 7pm in the Council Chamber.

10. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 7:54pm