



BRANDON

TOWN COUNCIL

LOCAL GOVERNMENT ACT 1972

NOTICE OF A MEETING OF

BRANDON TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND THE EVENTS COMMITTEE MEETING OF BRANDON TOWN COUNCIL, WHICH WILL BE HELD IN THE OLD SCHOOL HOUSE BRANDON, THURSDAY 5TH FEBRUARY 2026, STARTING AT 10.30 A.M.

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING. THE MEETING CUSTOMARILY INCLUDES A 15-MINUTE OPEN FORUM, WHEN MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS ARE INVITED TO ADDRESS THE COUNCIL.

Tina Cunnell

Clerk

Brandon Town Council

AGENDA

25/190	Apologies for Absence To receive
25/191	Declarations of Interest and requests for Dispensations To receive. If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
25/192	Minutes of Previous Meetings To confirm the minutes of the Events Committee meeting held on 11th September 2025 as a true record and be signed/initialled by the Committee Chairman. Decision required: To agree accuracy of minutes.
25/193	Public Participation Time The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak. Note that only items on this Agenda are to be discussed

	– for any other item/ subject please contact the Clerk in writing for submission at a future meeting.
25/194	Updates on Events <ul style="list-style-type: none"> • Christmas Fair
25/195	Upcoming Events 2026 Discuss Events for 2026:- <ul style="list-style-type: none"> • Light Up the Town – CPP MarketPlace • Easter Trail/School Holiday Activities • Maypole Dancing • Orchard Day • Music on the Market • Summer Activities/Well Being Day • Nine Stiles Walk • Heritage Week 12th–19th September • Halloween • Remembrance Day • Christmas Fair • Christmas School Holiday Activities • Christmas Buffet
25/196	Brandon Festival To discuss Brandon Festival 2026.
25/197	Officers Update To receive any information received since publication of agenda.



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TOWN COUNCIL

EVENTS COMMITTEE MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

THURSDAY 11TH SEPTEMBER 2025 10.30 A.M.

Present: Councillors: Hughes (Chair), Challiss, Hughes, Savage, Siebert, Watts.
Officers: Cunnell, Prior, Barnes.

MINUTES

25/103	Apologies for Absence Apologies received from Cllr S Skinner.
25/104	Declarations of Interest and requests for Dispensations None.
25/105	Minutes of Previous Meetings Proposed by Cllr Challiss and seconded by Cllr Watts to agree and sign the minutes from the Events Committee Meeting held on 14th May 2025. RESOLVED
25/106	Public Participation Time There were two members of the public present, no questions presented.
25/107	Updates on Events <ul style="list-style-type: none">• Summer Activities Mrs Prior gave an update about the summer activities and how they went:- <ul style="list-style-type: none">• This was the second year of summer activities.• All feedback received from attendees was positive.• New activity Paddleboarding – Town Clerk received funding for this, well attended and will be repeated.• All activities were free to participants.• Good communications with public who were requesting information prior to events being published.
25/108	Upcoming Events 2025 Discuss Events for remainder of 2025:- Remembrance Day:- Mrs Prior gave an update about Remembrance Day:- <ul style="list-style-type: none">• British Legion organise the march.• Brandon Town Council have already organised the road closure.• Check with RBL if they need the PA System.• Remembrance Sunday – 9th November 2025.

	<ul style="list-style-type: none"> • Poppy Painting Event – 23rd September 2025 at Royal British Legion. • Each poppy will have a gold tag with the name and service number on of the 90 names on the war memorial. • Brandon in Bloom have the poppy net to be put up again this year. • Remembrance Flags to go up down High Street. • Purchase official Remembrance flag. • Leave flags up until after 13th November as Anglia in Bloom Autumn Seminar is taking place. • Royal British Legion doing a poppy colouring competition for younger children and poppy poem competition for older children – to go on a wall for children to see. • Press release required re poppies community project. • After Remembrance Day move poppies to the rose garden for Anglia in Bloom Autumn Seminar visit. <p>Christmas Fair:-</p> <ul style="list-style-type: none"> • Saturday 29th November - 1pm to 5.30pm. • Fair has been confirmed. • Uptake of stall holders a bit slow, will expand invites. • Santa confirmed. • Christmas Tree is in front garden of Old School House leaving more room for stalls and events. • Possibility of a projector to project Christmas images onto building. • Santa due to arrive by river, following H&S site visit • Creative Forum to do crafting while children wait for Santa. • Agreement to purchase additional double gazebo, to support increased event success. • Christmas market pitch fees to provide an outreach pre-Christmas meal/buffet at Royal British Legion for the elderly.
25/109	<p>Brandon Festival</p> <p>To ask Brandon Town Council to formalise Brandon Festival as one their calendar events, that they support.</p> <p>One of the organisers of Brandon Festival gave an overview of current status of festival and future requirements.</p> <ul style="list-style-type: none"> • Only four people currently organise the festival. • Due to illness, lack of volunteers it cannot run safely another year. • More people/new team needed on the board and to help on day. • Brandon Town Council currently helps with marketing lending of resources such as gazebos and set up/take down on the day. Could this be formalised? • Partnering with BTC would assist with the general secretariat and compliance for event management. • Acknowledgment that compliance with Martyn's Law would be difficult without support from the Council. • Discussion re charge from Brandon Remembrance Playing Fields. <p>Cllr Watts proposed and Cllr Challiss seconded that Brandon Town Council partner with Brandon Festival for future events.</p> <p>RESOLVED</p>
25/110	<p>Review 2026</p> <p>Committee Discussed Events for 2026:-</p>

	<p>Heritage Open Days. The Clerk reported that the first meeting with interested heritage parties happened and that she would sign up to Heritage open Days as an organiser. A heritage trail is being developed and organisations present were starting to consider what events could be held as part of that. There is a desire to hold market place events as a focal point of the event.</p>
25/111	<p>Events Budget The current balance is £4,097.58.</p> <ul style="list-style-type: none"> • To spend approximately £300 on santa gifts. • Awaiting cost of PA Hire and performers. • Snow fluid to purchase. • Characters for Christmas lights switch on awaiting costs.
25/112	<p>Officer update Next events committee meeting – Thursday 6th November 2025 at 10.30am.</p>

The meeting closed at 12.07 PM

Chairman

Date