



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, WEDNESDAY 14TH MAY 2025, STARTING AT 1.00 P.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

25/30	Election of Chair To elect a Chair
25/31	Election of Vice Chair To elect a Vice Chair
25/32	Apologies for Absence To receive
25/33	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)

25/34	Minutes of Previous Meetings To confirm the minutes of the Events Committee meeting held on 27th January 2025 as a true record and be signed/initialled by the Committee Chairman. Decision required: To agree accuracy of minutes.
25/35	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.
25/36	Terms of Reference To agree Terms of Reference for the Committee
25/37	Updates on Events <ul style="list-style-type: none"> • Apple Blossom Day • VE Day
25/38	Future Events Discuss other possible events for the new Council year 2025/26:- <ul style="list-style-type: none"> • Light Up The Town • Holiday Activities • Run Breckland Event (July) potential Orchard Event • Nine Stiles Walk • Marketplace Activities • Increasing use of Garden at OSH • River Community Days • Christmas Fair 2025 • Developing Heritage Open Days Offer for 2026
25/39	Officers Update To receive any information received since publication of agenda



BRANDON

TOWN COUNCIL

**EVENTS COMMITTEE MEETING OF BRANDON TOWN COUNCIL,
OLD SCHOOL HOUSE BRANDON,
MONDAY 27TH JANUARY 2025, STARTING AT 11.00 A.M.**

Present: Councillors: Hughes (Chair), Challiss, Savage, Mrs Barnes, Mrs Prior.

Clerk: Cunnell

MINUTES

1	Apologies for Absence Apologies received from Cllr C. Watts.
2	Declarations of Interest and requests for Dispensations Mrs Barnes and Mrs Prior – Employees.
3	Minutes of Previous Meetings Agree and sign the minutes of the Events Committee meeting held on 24th October 2024. Resolution Record No: BTCE/131/27/Jan/25 RESOLVED
4	Public Participation Time Nine members of public attended the meeting.
5	Christmas Fair Update Update on Christmas Fair 2024:- <ul style="list-style-type: none"> Mrs Prior gave a report on the Christmas Fair Set date for Christmas Fair 2025:- Discussion included the following:- <ul style="list-style-type: none"> Saturday 29th November 2025 – 1pm to 6pm Put fair in the street to free up more of Market Hill and enquire about putting in an additional power point to accommodate this Brandon Creative Forum to do different activities whilst waiting for Santa Giving coloured tickets to children in the queue to hold their place
6	VE Day Plan VE Day celebration:- <ul style="list-style-type: none"> Thursday 8th May 2025 Possibility for collaboration with CPP MarketPlace and BFER

	<ul style="list-style-type: none"> • Follow the national programme of events:- • Bell ringing for 8pm • Town Crier • Contact a bugler • Light brazier • Possible competitions to include baking cakes and creative writing • Brandon Happy to Sing Choir
7	<p>Future Events</p> <p>Discuss other possible events:-</p> <p>Light Up The Town – 25th February 2025:-</p> <ul style="list-style-type: none"> • Maddie gave an overview of the event <p>Summer Holiday Activities:-</p> <ul style="list-style-type: none"> • Dates to be sorted • Possible activities:- Paddleboarding, kayaking, canoeing Physical activities Film and media workshops • BFER to be involved • RBL looking to provide packed lunches • Speak to businesses re sponsorship of costs <p>Apple Blossom Day:-</p> <ul style="list-style-type: none"> • Funding has been received to enable this event • Saturday 3rd May 2025 in The Orchard • Involve the local schools • Contact Maypole/Morris Dancers <p>Shoestring Theatre:-</p> <ul style="list-style-type: none"> • Contact Shoestring to be involved in events and workshops
8	<p>Clerks Update</p> <p>The Clerk acknowledged Mrs Barnes's input into various events.</p>

Chairman

Date



BRANDON TOWN COUNCIL

Chairman: Cllr Philip Wittam Town Clerk: Tina Cunnell

Events Committee Terms of Reference

1. Purpose

- The Events Committee is established to deliver and support events within the town, enhancing community engagement and promoting local culture, heritage and activities.

2. Membership

- The Committee shall consist of minimum of 3 councillors and a dedicated officer.
- The Chairperson shall be elected annually by the Committee members.
- The Committee may co-opt additional non-voting members with relevant expertise.

3. Meetings

- The Committee shall meet at least 4 times a year at a time and place agreed by the members.
- A quorum shall consist of 3 members.
- Minutes of each meeting shall be recorded and circulated to all members of the council.

4. Responsibilities

- Plan, organize, and oversee events within the town.
- Ensure events align with the Council's strategic objectives and community needs.
- Manage the budget allocated for events, ensuring compliance with standing orders and financial regulations.
- Liaise with local organizations, businesses, and residents to foster collaboration and support for events.
- Evaluate the success of events and report findings to the Council.

5. Authority

- The Committee has the authority to spend its allocated budget without reference to Full Council, provided expenditures comply with standing orders and financial regulations.
- The Committee may form working groups to assist in specific tasks related to event planning and execution.

6. Reporting

- The Committee shall provide regular updates to the Council on event planning, progress, and outcomes.
- An annual report summarizing the activities and financial status of the Committee shall be submitted to the Council.

7. Review

- These Terms of Reference shall be reviewed annually and amended as necessary to reflect changes in the Committee's responsibilities or Council policies.