

Notes of the Meeting of Loddon Town Council Events Committee held on Wednesday 27 March 2024, 8.00 pm in the Hollies – the meeting was not quorate, so an informal meeting took place with no decisions made.

Present: Chairman - Cllr Liz Marsham (LM), CM Georgina Mitchell (GM).

In Attendance: Jo Leonard (AAO), Emily Curtis (Clerk), and two members of the public; Joanne Jackson (JJ) and Val counter (VC).

To receive an update from the Task Groups

Food & Beverage Task Group:

Led by GM

Contact football club to provide a BBQ, find a donut & milkshake vendor LM
 ~ Defer
 Contact the White Horse for clarification. Accept agreed tender AAO
 ~ completed, no response received from The White Horse, paperwork & fee now received from bar provider.

Entertainment Task Group:

Dog Show:

Led by JP

~ Defer

Arena/Stage

Led by LB

Look into booking Fiddlesticks Ladies clog dancers CW
 ~ Defer
 To research straw bales JP
 ~ Action Clerk
 Contact Ronan JP
 ~ Action LM
 Contact Funky Feet, the Martial Arts club or the Gym Club LB/LM
 ~ Funky Feet and Zumba Kat have confirmed. Action LM Contact the Martial Arts club or the Gym Club
 To check if a PRS licence is held by the JHMC AAO
 ~ Confirmed.
 Contact Titch and Maureen re compering Clerk
 ~ Defer

Kids Entertainment

Led by LM

To advertise for a face painter LM
 ~ A second face painter is interested. Action: AAO to contact.

Entertainment Wildlife

Led by CW

~ Defer

LTC stalls

Led by TBC

To check police attendance AAO
 ~ no reply so far Action AAO to chase.

Contact vendors from last event with stall holder application form, with a deadline of 31 May 2024 for fees AAO
 ~ Ongoing
 To begin asking for & collecting prizes for a tombola stall RM/Cllr JA
 ~ Defer
 To check prizes are sufficient AAO
 ~ LM will come into the office 23/4/24

Advertising & Marketing Task Group: Led by Council – Clerk
 Inform local groups of the event Clerk/AAO
 ~ Will begin next week.

General Logistics & Health & Safety: Led by Council – AAO
 To check TENs licence AAO
 ~ Completed
 To ask LUFC for support with transport on the day Clerk
 ~Defer
 To ask for support from LLCG members for clear up JA
 ~ still no one to take the clean up lead.
 To check there is sufficient bunting AAO
 ~ confirmed with AS by Cllr JA

Sponsorship/Fundraising/Raffle Task Group: Led by GM
 Approach Musker McIntyre & Young’s Funeral Services for sponsorship CW
 ~ Both Musker McIntyre and Allens, Cadge & Gilbert have kindly agreed to sponsor the circus.
 To request lead times for products and samples if possible JJ
 ~ completed, defer for decision.
 To complete posters etc for meeting 24 April 2024 JP
 ~ First draft was passed around, defer for decision.
 To check Chet Contact deadlines for marketing Clerk
 ~ Confirmed as end of April.
 Send out sponsorship letters GM/JP
 ~ Defer.
 Send out raffle requests GM
 ~ Defer

9 To consider and approve the artwork (flyers/posters/raffle tickets) to advertise the event
 First draft of poster was circulated, defer for decision.

Action	Person Responsible
To research straw bales	Clerk
Contact Ronan	LM
Contact the Martial Arts club or the Gym Club	LM
Contact second face painter	AAO
Chase Police attendance	AAO
Come into the office 23/4/24 to check prizes are sufficient	LM
To ask LUFC for support with transport on the day	Clerk