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## Minutes of the Meeting of Loddon Parish Council Events Committee held on Wednesday 30 March 2022, 8.00 pm in the Library Annexe Rear Hall.

**Present:** Chairman - Cllr Jessie Powell (JP), Cllr Liz Marsham (LM) CPC Cllr Jo Sinfield (JS) and Robin Wetherall (RW).

**In Attendance:** Jo Leonard (Administration and Allotment Officer, AAO), Members of the Public: Sandra Cattee (SC), Julie Appleby (JA), Ann Sadler (AS), Rosalind Moore (RM) Chris Wiltshire (CW), Bradley Pike (BP), Patricia Bell (PB) and Val Counter (VC).

**Absent:** David Johnson.

- Welcome and Meeting etiquette. Note if anyone wishes to record the meeting**  
The Chair welcomed everyone and introduced CW as a new attendee. No one wished to record the meeting.
- To receive any apologies for absence and consider accepting them**  
Apologies were received and accepted from Gillian Goodacre, June Strickland, Kaye Mason Billig, Christine & Colin Hartley and Jane Hale.
- To receive declarations of interest for items on the agenda and to consider any requests for dispensations**  
None.
- To approve as a correct record, the Minutes of the meeting held on the 16 March 2022**  
The Minutes were approved and signed by the Chair for the record.
- Public Forum**  
In CoH's absence AAO read email report that the Cadets were unlikely to be available to assist on the day due to lack of appropriate adults.
- Food & Beverage Task Group**  
BP confirmed a BBQ will be available  
Church Ladies will provide cake and savoury items.  
Terrace will provide scones, strawberries & cream plus alcoholic fizz, RW has obtained a TEN licence.  
**Action: BP** to contact Chet Valley Wines about providing a talk and stall  
**Action: AS** to contact Spooncake to provide children's picnic boxes
- Entertainment Task Group**  
LM presented a large map to show proposed layout of stalls on field.  
Bouncy Castle X 2 confirmed, to be manned by provider.  
Quote received from magician/balloon modeller.
- Local Involvement Task Group**

Covered under item 7.

**9. General Logistics (Health & Safety, Litter Picking & Parking)**

PA system is confirmed. Offer of 2 sets of walkie talkies one X 10, 1 X 8  
Unsuccessful in securing a stage  
Confirmed 100 straw bales at £2 per bale, delivered, sited & collected  
Stall Holder Guide is in progress

**9.1 Events Master Spreadsheet**

Spreadsheet is available in Dropbox.

**9.2 Draft map**

Covered under Item 8/9.

**10. Sponsorship/Fundraising Task Group**

**10.1 To receive an update on the raffle prizes**

The first raffle prizes have been received  
£100 has been donated as a cash prize  
Lots of hamper prizes promised from local businesses

**10.2 To receive an update on the raffle tickets**

Covered under Item 11

**10.3 To consider flyer for requesting sponsorship**

No longer needed

**11. Advertising Task Group**

A designer is giving her time for free to include the Chet Contact advert & raffle tickets.  
Printing tickets/flyers/banners £776  
Chet Contact advert £200  
It was **Resolved** to set the advertising budget at £800.

**12. Finance**

**12.1 To consider the funds available for the event -**

£2,220  
Spent £365  
Total remaining £1,855  
Two potential sponsorships £750 TBC.

**12.2 To approve the list of payments**

None

**12.3 To consider a payment scale for pitch fees for food and beverage stalls**

No longer applicable  
**Action: AAO** Remove from future Agendas

**12.4 To consider a budget for the Logistics Task group**

It was **Resolved** to set the Advertising budget at £400

RW left the meeting 21.25

**12.5 To consider quotes for bouncy castles and associated insurance**

Quote received: manned by company: £12 per hour, Fun Run £230, Smaller Castles £75 each. It was **Resolved** to set the budget at £500.  
LPC Insurance provider has quoted £112 extra premium to cover the Event.  
**Action: AAO** to check if this cost will be covered by LPC.

**12.6 To approve cash payments for raffle prizes**

It was **Resolved** to have a cash prize of £100

**12.7 To consider advertising budget**

Covered under Item 11.

**12.8 To consider decorations budget**

Defer to next meeting.

**12.9 To consider children's entertainment budget**

It was **Resolved** to increase the budget by £75 to £625.

**12.10 To consider reduction or removal of charge for business stalls**

Defer to next meeting

**Action JS** to contact prospective stall holders who have not yet confirmed.

**13. To consider any items for a future agenda**

None at this time.

**The meeting ended at 9.40 pm.**

<b>Date of Meeting</b>	<b>Items to AAO by</b>	<b>Publish on</b>
12 April 2022	30 March 2022	5 April 2022
26 April 2022	13 April 2022	19 April 2022
10 May 2022	27 April 2022	3 May 2022
24 May 2022	11 May n2022	17 May 2022
31 May 2022	15 May 2022	24 May 2022