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## Minutes of the Meeting of Loddon Parish Council Events Committee held on Tuesday 26 April 2022, 8.00 pm in the Library Annexe Rear Hall.

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

**In Attendance:** Jo Leonard (AAO), and several members of the public; Julie Appleby (JA), Ann Sadler (AS), Rosalind Moore (RM) Chris Wiltshire (CW), Colin (CoH) and Christine Hartley (CH), Gillian Goodacre, Sandra Cattee (SC), Bernard Webb (BW), Carol Webb (CW), Patricia Bell (PB), Bradley Pike (BP), Sharon Swan (SS) and Val Counter (VC).

**Absent:** None.

1. **Welcome and Meeting etiquette. Note if anyone wishes to record the meeting**  
The Chair welcomed everyone. No one wished to record the meeting.
2. **To receive any apologies for absence and consider accepting them**  
Apologies were received and accepted from Cllrs Kay Mason-Billig and Jane Hale.
3. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**  
None.
4. **To approve as a correct record, the Minutes of the meeting held on the 12 April 2022**  
The Minutes were approved and signed by the Chair for the record.
5. **Matters Arising**  
None.
6. **Public Forum**  
None.
7. **Food & Beverage Task Group**  
BP confirmed he will provide a BBQ.  
A meeting is needed between BP & RW to confirm the parameters of provision from both parties JP will attend.  
**ACTION JP BP RW** to arrange meeting.
8. **Entertainment Task and Local Involvement Task Group**  
LM went over the map and covered placement of access points and barriers. A second arena will be available for the dog show to ensure appropriate hygiene for the dancers. Loddon Silver Band are due to play at 12.15.  
**ACTION LM** To clarify time.
- 8.1 Offers have been received for 2 trailers to use as a stage from M Gaze & Co Ltd and from Alan Cook Removals. **ACTION JA JP** Confirm size & style of trailers & confirm if steps for access are available.

The Library is holding a crown making workshop, which will be combined with the crown competition.

**ACTION LM** To liaise with the library.

**ACTION LM** Send list of stall holders to RFO.

Thanks to RM for securing a sweet stall.

**ACTION LM** Investigate need for ramp for back doors to the Jubilee Hall.

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

Covered under Item 8

## 10. Sponsorship/Fundraising Task Group

Total Grants/Sponsorship = £3,800 plus £100 cash prize

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

Lots of hampers and prizes are being received.

### 10.2 To consider increasing the cash raffle prize

LM proposed to increase the cash prize to £150. Seconded by JS **APPROVED.**

### 10.3 To receive an update on the raffle tickets

A draft has been completed, will cost £1 per ticket.

### 10.4 To consider the allocation of the raffle prizes and stall prizes

Once prizes have been valued correctly, local schools maybe approached to collect tombola prizes.

**ACTION LM** To inform RM if extra tombola prizes are needed.

**ACTION RM** To contact schools if required.

## 11. Advertising Task Group

Musker McIntyre Estate Agents are keen to be Lead Sponsor. They will share the event across their database of contacts and send press releases to all their contacts. They will provide event boards for display outside properties,

CW, VC, CH, AS, CW, RW KM agreed to display at their home.

**ACTION CH** To contact Rev Alison Ball to ask if she will display a board.

**ACTION CW** To contact RPA to ask if they will display a board.

Suggestion of placing one at Farthing Green.

**ACTION PB** To contact EDP "What's On" to advertise.

**ACTION JP** To finalise posters for printing.

Thanks to LM for appearing on BBC Radio Norfolk and advertising the event.

## 12. Finance

### 12.1 Funds available

£1,800

### 12.2 To approve the list of payments

All payments **approved** including extra £35 to Dave Doughnut for balloon modelling.

Proposed by LM, Seconded by JS.

**ACTION JP** Email RFO Payment & Finance list.

### 12.3 Budget for Logistics Task Group

Defer to next meeting.

### 12.4 Advertising Budget

Defer to next meeting.

### 12.5 Decoration Budget

None.

### 12.6 Entertainment Budget

Defer to next meeting.

### 12.7 To agree additional payment to Dave Doughnut for balloon modelling

Item 12.2

### 12.8 To agree additional paid for entertainment

Defer to next meeting.

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

None at this time.

**14. Next Meeting Date**

10 May 2022.

Stall Holders meeting 7pm

Committee meeting 8pm.

Agenda items to the AAO by the 4 May 2022.

**The meeting ended at 21.30 pm.**

<b>Action</b>	<b>Responsible</b>
To arrange meeting.	<b>JP BP RW</b>
To clarify time of Loddon Silver Band performance.	<b>LM</b>
Confirm size & style of trailers & confirm if steps for access are available.	<b>JA JP</b>
To liaise with the library.	<b>LM</b>
Send list of stall holders to RFO.	<b>LM</b>
Investigate need for ramp for Back doors to the Jubilee Hall.	<b>LM</b>
To inform RM if extra tombola prizes are needed.	<b>LM</b>
To contact schools if extra tombola prizes are required.	<b>RM</b>
To contact Rev Alison Ball to ask if she will display a board.	<b>CH</b>
To contact RPA to ask if they will display a board.	<b>CW</b>
To contact EDP "What's On" to advertise.	<b>PB</b>
To finalise posters for printing.	<b>JP</b>
Email RFO Payment & Finance list.	<b>JP</b>

<b>Date of Meeting</b>	<b>Items to AAO by</b>	<b>Publish on</b>
10 May 2022	27 April 2022	3 May 2022
24 May 2022	11 May 2022	17 May 2022
31 May 2022	15 May 2022	24 May 2022