

## Minutes of the Meeting of Loddon Parish Council Events Committee held on Wednesday 22 March 2023, 8.00 pm in the Hollies Rear Hall.

**Present:** Chairman - Cllr Liz Marsham (LM), Cllr Julie Appleby (JA), Cllr Jessie Powell (JP).

**In Attendance:** Jo Leonard (AAO), Emily Curtis (Parish Clerk) and several members of the public; Rosalind Moore (RM), Kai Barron (KB), Lynn Starman (LS), Robin High (RH), Bette High (BH), Bernie Webb (BW), Carol Webb (CW), Georgina Mitchell (GM), Kevin Williams (KW) and Margaret Whittaker (MW).

**Absent:** CPC Councillors, see Item 7.

### Agenda

1. **Welcome and meeting etiquette**  
The Chair welcomed everyone, no one wished to record the meeting.
2. **Apologies for absence**  
Apologies have been received and **ACCEPTED** from Cllr Jane Hale & Cllr Kay Mason Billig.
3. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**  
None.
4. **Minutes of the meeting held on the 22 February 2023**  
The Minutes were **APPROVED** and signed by the Chair for the file.
5. **Matters arising from previous meetings (not on this agenda) and actions from the last meeting**  
None.
6. **Public Forum**  
None.
7. **Chedgrave Parish Council's Involvement**  
It was noted that Chedgrave Parish Council does not wish to be involved in the event as they have decided to hold their own Coronation event.
8. **Finance**
  - 8.1 **To review the planned expenditure for the Coronation Celebration**  
The RFO has found out today that National Lottery grants can still be applied for where previously it was thought they had closed. A brief budget has been prepared to support the application that was submitted today for £2652.00. Other grants have been applied for: SNC Coronation grant £300.00, Roy's MADL fund £500.00.

### **8.2 To review the available budget for the Coronation Celebration**

£1000 reserved from last event, £500 from LPC budget, food stalls so far £50, £1,500 to come from Scarecrow festival.

### **8.3 To approve the list of payments**

None received.

### **8.4 To note the financial accounts**

Non received.

### **8.5 To note planters for Church Plain have been purchased**

The planters are on order and awaiting delivery.

### **8.6 To consider subsidising the Fun Bus to reduce the ticket price**

Proposed by LM to pay the fun bus £500 and make it free to use, if the Awards for All grant is received. Seconded by JP. **APPROVED**.

### **8.7 To consider how to allocate the profits of the 2023 Coronation Celebration**

It was proposed by LM, seconded by JA and **APPROVED** to use the funds for community causes & further community events.

### **8.8 To allocate a budget for prizes (Best Dressed Residence & Business & raffle prizes)**

Raffle first prize: £100

Best residence & business winner: Bottle of Champagne supplied by Bitmap Ltd and a trophy.

RH has a large quantity of children's prizes. **ACTION** JP to collect from RH.

## **9. Task Groups**

### **9.1 To receive an update from the task groups and assign interested members to each group;**

- **Food & Beverage Task Group:** **Led by Cllr LM**

Booked: Donuts, Pancakes, Waffles 1 X Ice cream van, Green Bean Coffee, Bella Ciao. The Swan has expressed an interest in holding an outside bar.

### **Entertainment Task Group:** **Led by Cllr LM**

KB reported that he hoped not to need the extra budget for the live music acts, however it might assist. Many bands have already been booked: Martin Sisley (The Mod One), Chet Valley Voices, Nigel (boy) Syer, Jay Skelton-Dorans, a variety performer and possibly Olly Day. KB and Tich Bunting will compere the event and it was suggested that they dress up as King Charles & Queen Consort Camilla.

KB will provide the stage and marquee and it will hold 90 people sitting. Will require 6 people to erect the gazebo. 90 chairs will be required. **ACTION** Parish Warden to check on LPC chairs.

Sandbags will be required to tether marquee.

LM has booked the East Anglian Play Bus which will be parked at the Staithe.

There has been a lot of interest in stalls both on the car parks and in both halls.

RM will confirm plans for the Hollies at the next meeting.

Information regarding capacity at the Hollies has not yet been received. **ACTION** Clerk to request Fire Risk Assessment.

- **Local Involvement & Marketing Task Group: Clerk**

Unfortunately, ChetContact can only deliver one flyer per edition. The LPC Election leaflet was added to the April edition and the Coronation Celebration flyer will go out with the May edition. Three roadside banners have been printed and one has been installed on the junction of A146/Beccles Rd. An LPC pop up gazebo will be purchased for the event to be used also for the sale of raffle tickets and on the day itself. The event has been advertised in the local press. LS asked if SNC still has an events page on their website. **ACTION** Clerk to investigate and add if still available.

- **General Logistics & Health & Safety: AAO.**

Both car park closures have been agreed and licences received. TEN has been received. Lottery Licence will need renewing in April, SNC sends a reminder. First Aid support has been booked with St John's Ambulance.

**ACTION** AAO to ask KMB if she can provide transport to collect the PA system from RH and the large gazebo from KB and deliver to Church Plain on the day. **ACTION** KW will provide people to help with the marquees on the day in two shifts, one to put up and one to take down at the end. LUFC will also help to decorate Church Plain on Saturday 29 April 2023.

- **Sponsorship/Fundraising Task Group: Led by Cllr JA**

Not as far along as hoped due to Church Plain planting commitments. KMB has offered to contact the business on the industrial estate. **ACTION** KMB.

- **Raffle Led by Cllr JP**

Several prizes collected already. JP will visit local businesses and assist Clerk with sending emails. **ACTION** JP.

- **Titivating Church Plain Car park Led by JA**

There was an amazing turnout of volunteers to clear the flower beds on Church Plain. Turf is being laid shortly. Planting the new tubs will be completed when the weather allows. KMB has approached SNC to get some funding for this as the beds are their responsibility.

**10. To request volunteers to sell raffle tickets**

A volunteer rota was circulated for Saturday 22 and 29 April 10.00-12.00 midday.

**11. Time capsule**

CW informed the meeting that a time capsule was buried for the Millennium in Holy Trinity church yard. **ACTION** LM to enquire as to whether Loddon Primary School would like to be involved in creating items for a time capsule.

The RFO has offered to organise & prepare bunting packs to be decoration by the local school pupils. This bunting could be used to decorate the Hollies They would need to be circulated by the end of March 2023. **ACTION** RFO.

**12. Items for the next agenda**

- To consider planting a tree for the Coronation
- To consider giving away wildflower seed packs to children

**13. Additional Meetings**

Proposed: 4 April 2023 & 2 May 2023

It was **AGREED** have an additional meeting – 2 May 2023, 8.00pm in the Hollies.  
**ACTION** AAO to book The Hollies and add to website.

**14. Date and time of next meeting:**

<b>26 April 2023</b>	<b>23 August 2023(if required)</b>
<b>2 May 2023 *additional date*</b>	<b>27September 2023</b>
<b>24 May 2023</b>	<b>25 October 2023</b>
<b>28 June 2023</b>	<b>22 November 2023</b>
<b>26 July 2023</b>	<b>27 December 2023</b>

**All held at 8.00pm at The Hollies.**

Meeting closed 21.30

<b>Action</b>	<b>Person Responsible</b>
collect prizes from RH	<b>JP</b>
Investigate SNC events page on website	<b>Clerk</b>
Ask KMB if she can provide transport to collect the PA system from RH and the large gazebo	<b>AAO</b>
Provide people to help with the marquees on the day	<b>KW</b>
Decorate Church Plain	<b>KW</b>
Visit the industrial estate to ask for raffle prizes.	<b>KMB</b>
Visit local businesses to ask for raffle prizes	<b>JP</b>
Contact Loddon Primary for involvement in the time capsule	<b>LM</b>
Organise bunting packs to be prepared by local schools	<b>RFO</b>
Book The Hollies for additional meeting – 8.00pm 2 May 2023	<b>AAO</b>
Fire Risk Assessment and capacity numbers for Hollies	<b>Clerk</b>