

Minutes of the Meeting of Loddon Town Council Events Committee held on Wednesday 28 February 2024, 8.00 pm in the Hollies

Present: Chairman - Cllr Liz Marsham (LM), Cllr Laura Bolderston (LB), Cllr Julie Appleby (JA), Cllr Andy Woodman (AW)

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

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 have been received and **accepted** from Cllr Natalie Henry, and non -Cllr Committee Members Jessie Powell and Georgina Mitchell.
- 3. To receive declarations of interest for items on the agenda and to consider any requests for dispensations**
Cllr LM declared a non-pecuniary interest as Trustee of the Jubilee Hall.
- 4. To approve as a correct record, the minutes of the meeting held on the 24 January 2024**
The minutes were **approved** as a correct record and signed by the Chair for the file.
- 5. Public Forum**
None.
- 6. To receive an update from the Task Groups for Chet Valley Summer Fete – 6 July 2024**

Food & Beverage Task Group:

Food vendors form completed

GM has sent an update on vendors that have replied & confirmed availability.

Action: LM to contact LUFC to see if they would like to provide a BBQ.

Action: LM to also contact a donut & milkshake vendor.

The £50 donation is expected from all food vendors unless they are raising money for charity.

The number of coffee vendors was discussed, and it was felt that one was sufficient as the JubHub and Church Ladies will also be selling tea/coffee.

Entertainment Task Group:

Dog Show:

Led by JP

Deferred in JP's absence.

Arena/Stage

Led by LB

LM has not received a reply from Funky Feet, the Martial Arts club or the Gym Club. Zumba Kat has confirmed.

CW investigating Fiddlesticks Ladies clog dancers - deferred in CW's absence.

JP to research hay bales - deferred in JP's absence.

Discord & Rhyme booked.

JP to contact Ronan - deferred in JP's absence.

M Gaze & Co had seen the advertising about the Fete and contacted the office to kindly offer the use of their trailer again, which has been accepted.

Action: Clerk to contact Tich and Maureen re compering

Action: AAO to check there is sufficient bunting.

Chet Valley Voices have confirmed.

Kids Entertainment

Led by LM

Bouncy castle booked by JHMC. They will organise the bouncy castle, insure and retain any profits generated.

Foolhardy Circus. CW has confirmed they will be in attendance.

Face painters. **Action:** LM to advertise. One has been booked but two will be required.

LTC stalls

Led by LM

Wildlife Area – CW has sent an invitation to local wildlife groups.

Loddon Fire engine will attend. No BBQ.

Action: AAO to check police attendance.

Stalls have been advertised in Chet Contact and on local social media. Emails have been sent to local Parish Councils.

LTC will continue to mention the event in each Chet Contact. **Action:** LM to provide updates.

Action: AAO to contact vendors from last event with the stall holder application form, with a deadline of 31 May 2024 for fees.

Action: JA & RM to begin asking for & collecting prizes for a tombola stall.

LTC stalls: Lollies, Tin Can Alley & Teddy Tombola.

Action: AAO To check prizes for the kids games are sufficient.

Broads Authority have confirmed that they will bring the replica medieval boat.

Local Involvement & Marketing Task Group:

Led by Council – Clerk.

The flyer for the Chet Contact will need to be in the May 2024 edition. Double sided (dog show and fete?) **Action:** Clerk to check deadline and price.

Posters, flyers and raffle tickets to be approved at meeting on the 24 April 2024.

Action: JP.

A map of event may not be necessary as all on one field, a list of stalls would be required.

Action: Contact local groups to inform them of the event.

General Logistics & Health & Safety:

Led by Council – AAO

PA System confirmed. **Action:** Clerk to ask LUFC they will assist with transporting the PA system on the day.

Quotes sought for first aid and St John's Ambulance booked.

Hobart High School and the Medical Practice have confirmed parking will be available for the event.

Insurer informed.

Quotes sought for portaloos. **Action:** AAO to chase.

Committee members have been offered access to the Events email address.

Action: AAO to check TENs licence.

Sponsorship/Fundraising/Raffle Task Group:

Led by GM

Sponsorship form altered. **Action:** GM/JP – letter needs to be circulated asap.

CW to approach Musker McIntyre & Young's Funeral Services for sponsorship for Foolhardy circus. Deferred in CW's absence.

JJ has done lots of research and found a company who can provide merchandise (Towel) with a logo. **Action:** JJ To request lead times for products and samples if possible.

7. To request someone to lead the clear up of the Playing Field on Sunday 7 July 2024

Action: JA To ask for support from LLCG members.

8. To consider the creation of flyers/posters/raffle tickets & advertising for the event

The design and branding for the tickets & banners needs to be completed in time for the Chet Contact deadline of 8 May 2024.

Action: Clerk to check deadline and JP to complete branding designs.

9. Finance Report

9.1: To approve the list of payments

None.

9.2: To consider the budget for the 2024 event

No changes from previous.

9.3: To consider applying for a PPL/PRS licence

It was reported that the Jubilee Hall holds a licence which would cover the event.

Action: AAO To check if a licence is held by the JHMC.

9.4: To receive results of the tender for outside bar process

Local establishments were invited to tender, responses were considered, and it was **resolved** to proceed with the offer received (subject to a response from the White Horse). **Action:** AAO To contact the White Horse. AAO to accept the agreed offer.

10. Items for a future agenda

None.

11. Dates of future meetings

27 March 2024

24 April 2024

29 May 2024

26 June 2024

31 July 2024

25 September 2024

30 October 2024

27 November 2024

Meeting closed at 21.06

Action	Person Responsible
Contact football club to provide a BBQ, find a donut & milkshake vendor.	LM
Check police attendance	AAO
Contact vendors from last event with stall holder application form.	AAO
To check TENs licence	AAO
To ask LUFC to transport the PA system on the day	Clerk
To request lead times for products and samples if possible	JJ
To ask for support from LLCG members for clear up	JA
To complete posters etc for meeting 24 April 2024	JP
To check if a PRS licence is held by the JHMC	AAO
To begin asking for & collecting prizes for a tombola stall	RM/JA
To check prizes are sufficient	AAO
To contact the White Horse. Then accept the agreed tender	AAO
Contact Titch and Maureen re compering	Clerk
To check Chet Contact deadlines for marketing	Clerk
Inform local groups of the event	Clerk/AAO
Send out sponsorship letters	GM/JP
Send out raffle requests	GM
Straw bales	JP
Dog show	JP/SB
Funky Feet, the Martial Arts club or the Gym Club.	LB/LM
Ronan	JP
Fiddlesticks	CW
To advertise for a face painter	LM
To check there is sufficient bunting	AAO