
Minutes of the Meeting of Loddon Parish Council Events Committee held on Tuesday 08 November 2022, 7.00 pm in the Hollies Rear Hall.

Present: Chairman - Cllr Jessie Powell (JP), Cllr Jane Hale (JH), Cllr Julie Appleby (JA), and CPC Cllr Jo Sinfield (JS), CPC Cllr David Johnson (DJ)

In Attendance: Emily Curtis (EC) and several members of the public; Rosalind Moore (RM) Christine & Colin Hartley (CH CoH) and Carol & Bernie Webb (CW BW), Brad Pike, Emma and Cadie Whitehead-Turford (EWT), and Ann Sadler (AS).

Absent:

- Welcome and Meeting etiquette. Note if anyone wishes to record the meeting:**
The Chair welcomed everyone. No one wished to record the meeting.
- Apologies for absence:**
Apologies were received and accepted from Jo Leonard, Cllr Kay Mason Billig (KMB), Cllr June Strickland (JS), Cllr Liz Marsham (LM). The Committee noted that Cllr JS has resigned from the Committee.
- 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 11 October 2022:**
The Minutes were approved and signed by the Chair for the record.
- Matters Arising:**
Cllr JH reported that the Jubilee Hall are discussing requesting a retrospective fee of £100-£150 to cover their utility costs for the 2022 event. For the 2023 summer fete, the Jubilee Hall will take water and electrical meter readings so an accurate invoice can be compiled. Cllr JH will ask the Church for a donation towards the use of the Jubilee Hall kitchen costs. For future events, refreshments for volunteers will be provided by the church ladies. Cllr JP has posted on Facebook for volunteers and received a positive response. Cllr JH confirmed that the Jubilee Hall has been booked for the 2023 summer fete. The Loddon & Chedgrave Playing Field booking form has been circulated to the L & C PFC and responses have been received. The Scarecrow Festival element was discussed, and it was **resolved** to reconsider it for 2024. Events Committee meetings will continue at the 8.00pm start time.
- Public Forum:**
Carol Webb reported that she met with a Broad Authority representative and was informed that the medieval Chet boat that was discovered in the Chet is currently being restored at Gressenhall. A $\frac{3}{4}$ size replica has been made and previously displayed at the Chelsea

Flower Show. A full-size replica is currently being stored by the Broads Authority and a representative has offered to bring it to the fete, possible to link it in with the history stall.

7. Finance:

7.1 Review the budget for the 2023 event

The budget was considered. Cllr JA offered to investigate sourcing 100 bales. There was a discussion regarding the costs of performers and musicians. It was **resolved** to add the 2023 budget to the next agenda. **Action:** AAO.

7.2 Approve list of payments

It was **resolved** to approve the payment of £500 to CPC. **Action:** RFO.

7.3 To note the accounts

Nothing to note.

8. Task Groups:

8.1 Food & Beverage Task Group

Led by Cllr LM.

Entertainment Task Group

Led by - deferred
Emma Whitehead-Turford

Local Involvement Task Group

Led by - deferred
CW offered to check the list of local organisations. **Action:** JP to send to CW.

General Logistics (to include H &S)

Led by Cllr JP.
Cllr LM.
Officers at LPC.

Sponsorship/Fundraising Task Group

Led by Cllr JA.
RM.

8.2 Food stall application form

People will apply for stalls online via the website, which will automatically populate the google spreadsheet and reduce admin.

8.3 Business stall application form

As above.

8.4 Local Groups/charity stalls

As above.

8.5 Draft sponsorship letter

This item was deferred.

9. Volunteers:

9.1 Recruitment of Volunteers and Application Form

The volunteer application form will be filled out online via the website.

There will be an advert in the February edition of ChetContact and Facebook posts.

Action: Cllr JP.

DJ will ask CPC if they wish to be involved in the 2023 summer fete. **Action:** DJ.

9.2 WhatsApp group for volunteers

It was **resolved** to form a WhatsApp group for the summer fete and volunteers and members wrote down their mobile numbers which acted as consent to join the group.

Action: JP.

10. Event Document Storage:

Cllr JP will be using google documents to share information with the Committee. **Action:** JP.

10. Items for next agenda:

- Decide the name of the event
- Chedgrave Parish Council participation for 2023 summer fete event

12. Date and time of Next Meeting:

Tuesday 13 December 2022 at 8.00pm. AAO to confirm availability.

Future meetings are due to be held at:

The Hollies Rear Hall

10 High Street

Loddon

Norfolk

NR14 6AH

It was **resolved** to meet the 4th Wednesday of the month at 8.00pm 2023. **Action:** AAO to prepare a list of dates and circulate.

The meeting ended at 20.15 pm.

Action	Responsible
To confirm the amount the final contribution for extra water/electricity costs for 2022 event	JS/JH
RFO to pay £500 to CPC	RFO
Add 2023 budget to next agenda	AAO
Book Hollies for 2023 dates	AAO
ChetContact advert	JP
Confirm CPC involvement in 2023 event	DJ
Create WhatsApp group	JP
Google storage of documents	JP
Send the list of local organisations to CW	JP
Prepare the 2023 meeting date list and circulate	AAO