

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

Present: Chairman - Cllr Jessie Powell (JP), Cllr Julie Appleby (JA), Cllr Liz Marsham (LM) and CPC Cllrs David Johnson (DJ) and Diana Drecin (DD).

In Attendance: Jo Leonard (AAO), Emily Curtis (Parish Clerk) and several members of the public; Rosalind Moore (RM), Sharon Swan (SS), Kai Barron (KB), Lynn Starman (LS), Pat Bell (PB), Val Counter (VC), Robin High (RH), Bet High (BH), Julie Ponsford (JP0) and Ann Sadler (AS).

Absent: None.

1. Welcome and Meeting etiquette

The Chair welcomed everyone, and the Clerk wished to record the meeting.

2. To note Cllr Powell's resignation as Chairman and appoint a new Chairman

JP proposed LM, JA seconded the proposal. It was **RESOLVED** to appoint LM as Chairman of the Events Committee. LM proceeded to chair the meeting.

3. To consider appointing a Vice-Chairman

JP proposed JA, LM seconded the proposal. It was **RESOLVED** to appoint JA as Vice Chairman.

4. Apologies for absence

Apologies were received and accepted from Cllr KMB and Cllr JH.

5. Declarations of interest for items on the agenda

None.

6. Minutes of the meeting held on the 25 January 2023

The minutes were **APPROVED** and signed by the Chairman for the file.

7. Matters arising from previous meetings (not on this agenda) and actions from the last meeting

LM briefed the Committee on the proposed Coronation Event on Church Plain. The event will have children's activities in the Hollies and live music on Church Plain, similar to the Victorian Evening. The scaled down plan will reduce the workload for the available committee/volunteers. It will also involve the local businesses and align with the King's wishes. The use of the meadow was discussed, however, the owner has concerns around some of the suggested activities, and due to the inclement weather, the decision was taken to book The Hollies and St John's Chapel for entertainment and stalls.

Church Plain Car Park will host music and food vendors. The Staithe Car Park will host stalls and possibly the Chet Boat (dependant on the Broads Authority). Local business had been invited to attend the meeting tonight to find out more information about the event, but there was minimal response. Local businesses and houses will be encouraged to decorate their properties, with prizes available for the best dressed.

8. Public Forum

PB updated that the church will be doing a café in Holy Trinity Church and an exhibition on the Coronation, including a second hand book stall and tombola. Charity stalls will be welcome in the church which will run an "Open House".

LS spoke for Chet Valley Voices about concerns for space and safety in the car park to ensure that the singers can be seen and heard. A marquee is proposed rather than a stage.

KB introduced himself and outlined his role as compere.

DJ will clarify the position of CPC at their meeting next week as this differs from the event previously proposed and CPC will confirm their financial position. **ACTION:** DJ to confirm the involvement of CPC.

RM questioned whether pitch fees would be charged. JP clarified the LPC would act as agents to liaise between stall holders & local businesses to minimise work and obligation to LPC.

LS questioned whether Scouts & local Cadet groups have been contacted. Previously they have been unable to assist, RBL is contacting them again. Are any grants available? **ACTION:** RFO to investigate available grants.

RH gave an update on items they hold from the Scarecrow Festival, and they wish to pass the funds onto LPC to be ringfenced for community events. Approx. £1,500 is held. **ACTION:** RFO to arrange transfer of funds.

ACTION: DJ to encourage businesses in Chedgrave to join in.

9. To receive an update on the Coronation Celebration planned for the 7th May 2023

Covered in items 7 & 8.

10. To note whether Chedgrave Parish Council wishes to be involved in the event and if any contribution towards the event will be forthcoming

DJ will report back after CPC's meeting on the 2nd of March 2023.

11. Task Groups

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

- **Food & Beverage Task Group:** Led by Cllr LM
Ice Cream, Milkshake & hot drinks vendors are planned.
- **Entertainment Task Group:** Led by Cllr LM
RM responsible for children's entertainment with SS, will organise circus workshop, balloon modelling, face painting & refreshments. KB will cover music and liaise with RH over PA system.
- **Local Involvement & Marketing Task Group:** Clerk
Check involvement of Fire Station for BBQ and display of fire engine.
Approach local businesses again.
- **General Logistics & Health & Safety):** AAO.
List prizes available from last year, check safe capacity for the Hollies.
- **Sponsorship/Fundraising Task Group:** Led by Cllr JH & Cllr AM

- **Raffle:** Led by Cllr JA
Approach local businesses for prizes.
Request help from Cllr AM.
- **Finance:** RFO

12.

Finance

12.1 To review the planned expenditure for the Coronation Celebration

RM has paid a deposit for the circus skills of £10. **ACTION:** RFO add to payments list

12.2 To review the available budget for the Coronation Celebration

£2,716.66 is left.

£500 went to CPC.

£1000 was carried over for 2023 event.

Remaining funds £1,216.66.

12.3 To reconsider the allocation of funds from the Queen's Platinum Jubilee Fete

JA proposed that the remaining funds be used to tidy up the Church Plain Car Park flower beds and planters for the Coronation event. A plaque could be sited to note that funds from the QPJ event were used to pay for the improvements. A family picnic bench had previously been proposed, however, the Staithe needs SNC to complete work before it could be installed. This was seconded by LM and **APPROVED.**

12.4 To approve the list of payments

None.

12.5 To note the financial accounts

Noted.

12.6 To confirm the final contribution to the Jubilee Hall for the extra water/electricity costs used during the 2022 event (info from Cllr JH)

No invoice for the additional costs has been received so remove from future agendas.

13.

To consider improving the appearance of planting areas in Church Plain Car Park

JA proposed a task group for tidying Church Plain Car Park to be led by JA. **APPROVED.**

14.

To consider the proposed June 2023 fete

It was proposed by JP and seconded by LM to cancel the summer 2023 fete. The viability was discussed, there is insufficient time following the Coronation event to organise something. The June 2024 event will be added to the May 2023 agenda to begin planning for 2024. **ACTION:** AAO.

A WhatsApp group will be organised **ACTION:** Clerk

15.

Items for the next agenda

None.

16.

Date and time of next meeting:

22 March 2023

26 April 2023

24 May 2023

28 June 2023

26 July 2023

23 August 2023(if required)

27September 2023

25 October 2023

22 November 2023

27 December 2023

All held at 8.00pm at The Hollies.

Meeting closed at 21.25

Action List:	
DJ	To confirm the involvement of CPC
RFO	To investigate available grants
RFO	To arrange transfer of funds
DJ	To encourage businesses in Chedgrave to join in
AAO	List prizes available from last year. Check fire regulations and capacity for the Hollies
Clerk	Check involvement of Fire Station
Clerk	Approach local business
JA	Approach local businesses for prizes
JA	Request help from Cllr AM
RFO	Add RM deposits to payments list
AAO	Add 2024 event to May 2023 agenda
Clerk	Organise a WhatsApp group