



Loddon Parish Council

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Minutes of the Meeting of Loddon Parish Council Events Committee held on Tuesday 01 February 2022, 8.00 pm in the Library Annexe Rear Hall.

Present: Cllr Kay Mason-Billig, (KB), Cllr June Strickland, (JS), Cllr Jane Hale (JH), Cllr Jessie Powell (JP), and Cllr Liz Marsham (LM).

In Attendance: Jo Leonard (Administration and Allotment Officer, AAO), and seven Members of the Public.

1. To appoint a Chairman:

Cllr KB welcomed everyone.

JH proposed Jessica Powell as Chairman of the Committee.

Seconded by LM.

It was unanimously **Agreed** to elect Jessica Powell as Chairman.

2. Welcome & Meeting Protocol and Etiquette. Note if anyone wishes to record the meeting:

JP briefly outlined the remit and workings of the committee under the Loddon Parish Council (LPC) umbrella.

3. Apologies for Absence: The committee accepted apologies from David Johnson.

4. Introductions: All present introduced themselves with a brief outline their skills and interest in the event.

5. To confirm the date, time and location of the Queen's Platinum Jubilee Event:

It was **Resolved** that the event will take place on the Loddon & Chedgrave Playing Field on Saturday 4 June 2022, 12.00 - 17.00.

6. To review expressions of interest from members of the public, organisations and businesses:

It was discussed that members of the public would have voting rights on the committee once they had read the Code of Conduct from LPC and completed the declaration of interests form.

Action: AAO to circulate Code of Conduct and Declaration of interest form. It was **Agreed** that a Working Party would not be created but individual Task Groups would be set up.

It was Proposed by JS and Seconded by JP that the Committee would be quorate when 3 Voting Members were present.

7. To discuss the requirements for the event and assign tasks

Many local groups have been contacted about having stalls at the event: Brownies, Guides, WI.

It was **Agreed** that Task Groups would contain at least one voting member.

Food & Beverage Task Group: JP, RW, BP, VC, PB.

Entertainment Task Group: LM, SS.

Local Involvement Task Group: JH, CH, CoH, LM.

General Logistics (to include Health & Safety): JP, DJ.

Sponsorship/Fundraising Task Group: BP, JS, SS.

8. **To consider advertising the Event:** The event can be registered with the official Jubilee website. **Action:** LM to register Event. **Action:** JH to Talk to Steve Silk about promoting the Event on Look East (BBC programme).
Action: JH to advertise/promote the Event. **Action:** JP to create website for the Event.

9. **To consider the funds required for the event**
LPC and Chedgrave Parish Councils have agreed to donate £500.00. There may also be a donation from South Norfolk Council. LM has contacted a face painter for the event who is willing to attend for three hours at half her normal rate, it was seconded by JH and **Approved** to pay £65.00. LM also proposed a Balloon Twister who costs £200.00 for two hours. This was considered a little expensive, it was **Agreed** to defer this to the next meeting and LM will get more information.

10. **To set Action Points for next meeting:**
Task Groups to meet up and bring their ideas for next meeting.
AAO to circulate Code of Conduct and Declaration of Interest form.
JH to Talk to Steve Silk about promoting the Event on Look East (BBC programme).
JP to create website for the Event.
LM will get more information about the Balloon Twister.

11. **Agreed Meeting Dates for the Committee**

Meeting Date	Agenda Items to AAO by:	Date of Display
16 February 2022	8 February 2022	9 February 2022
2 March 2022	22 February 2022	23 February 2022
16 March 2022	8 March 2022	9 March 2022
30 March 2022	22 March 2022	23 March 2022

The meeting ended at 9.30 pm.