Loddon Town Council

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Minutes of the Meeting of Loddon Parish Council Events Committee held on Wednesday 27 September 2023, 8.00 pm in the Hollies

Present: Chairman - Cllr Liz Marsham (LM), Cllr Julie Appleby (JA), Cllr Andy Woodman (AW), Cllr Laura Bolderston (LB) and Committee Member (CM) Jessie Powell (JP).

In Attendance: Jo Leonard (AAO), and several members of the public; Rosalind Moore (RM) and Lyn Starman (LS).

Absent: None

1. **Welcome and meeting etiquette**
   The Chair welcomed everyone, no one wished to record the meeting.

2. **To note Cllr JA's resignation as Vice-Chairman and to appoint a new Vice-Chairman**
   Cllr JA has resigned as Vice Chairman as she is heavily involved in The Love Loddon Community Group. Laura Bolderston was proposed by LM and seconded by JP and the appointment was unanimously agreed.

3. **To receive any apologies for absence and consider accepting them**
   Apologies have been received and accepted from CM Georgina Mitchell, she is away from home.

4. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**
   There were no declarations of interest for items on tonight's agenda.

5. **To approve as a correct record, the minutes of the meeting held on the 24 May 2023**
   The minutes were approved and signed by the Chair for the file.

6. **To receive an update on matters arising from previous meetings (not on this agenda) and actions from the last meeting:**
   - Love Loddon Community Group – planting/watering. Volunteers welcomed. JA gave a quick update, the watering rota is going well and winter planting has been organised. This task group will finish as it has evolved into a full community group under the LTC umbrella.
   - Check whether a picnic bench could fit at The Staithe
     The Parish Warden has checked, there is adequate space.
   - To source prices for picnic benches
     Circulated with this agenda.
   - Organise removing the bunting from Church Plain, The Staithe & The Hollies
     Completed.
   - To send thank you letters to all financial contributors.
     Not Completed.

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- To send thank you letters to LUFC, Shaft of Wit, Christadelphians, Jessie Powell
  Completed.
- Committee members to meet to consider the agenda
  Completed.
- PW to organise attaching the logo to the containers.
  Completed.
- To organise sponsorship for the flower towers and containers
  Not Completed.
- To cancel June, July and August Events Committee meetings
  Completed.

7. Public Forum
Nothing discussed

8. Finance Report
8.1: To approve the list of payments
None.
8.2: To receive the final accounts relating to the Coronation Celebration 2023
Noted
8.3: To consider the allocation of the proceeds of the 2023 Celebration
Deferred until SNC's refurbishment plan for the Staithe has been disclosed.
8.4 To consider pricing for stalls
After a brief discussion the following was agreed:
Craft/Business stalls £20.00
Food Vendors   £50.00
Charity Stalls   Free.

9. To consider upcoming Events
It was **resolved** that the concept of alternating the summer event between locations; The Loddon & Chedgrave Playing Field and a central location based around Church Plain, is considered to be the best option. The next event will have much less provision by the committee in terms of lending marques and tables etc. The summer event will be held on 6 July 2024. The LUFC has events on the two preceding weekends and it is hoped that if the committee supports the LUFC, the LUFC will support the summer event again.
Action: AAO to book Jubilee Hall and L&CPF for the event.

9.1 Volunteer Event – 14 November 2023
LTC is organising an event to be held on 14 November 2023 at The Hollies to showcase the volunteering opportunities within the council and other local organisations.

9.2 Remembrance Parade – 12 November 2023
LTC facilitates this event every year, planning is well underway. There will be a short wreath laying service at the War Memorial on 11 November 2023 at 11.00am with a parade, wreath laying and full service at Holy Trinity Church on 12 November 2023. The parade will leave The White Horse Chedgrave at 10.30am.

9.3 Summer Fete – 6 July 2024
Discussed under previous items.

10. To consider locations for placement of a tree to commemorate the Coronation

This item was deferred as it was considered morally wrong to discuss this item in the absence of Mrs Webb.

11. **To consider Task Groups**
As there will not be any grants available for next year's event, the budget needs to be rolled over year on year to fund each event.
Tasks Groups will be allocated at a later meeting.

- Food & Beverage Task Group: Led by TBC
- Entertainment Task Group: Led by TBC
- Local Involvement & Marketing Task Group: Clerk
- General Logistics & Health & Safety: AAO
- Sponsorship/Fundraising Task Group: Led by TBC
- Raffle   Led by TBC

Action: JA & RM To consider ideas for games stalls that were popular at previous events.
Action: LB To provide list of companies for raffle prizes.
Action: LM To contact major attractions for raffle prizes.
Action: LM To contact food vendors who may be interested in stalls.
Action: LS To approach Loddon Choir about taking part in the event.

12. **Items for the next agenda**
Tenders for extra outside bars.
Placement of a commemorative tree.

13. **To consider dates for future meetings**
Both Chair & Vice Chair are not available for October meeting, it was agreed to cancel the October and December meetings.
Action: AAO To cancel October & December meetings.

14. **Date and time of next meeting:**
22 November 2023

To be held at 8.00pm at The Hollies.

Meeting closed at 21.00

Task	Person Responsible
To book Jubilee Hall and L&CPF for the event	AAO
To consider ideas for games stalls that were popular at previous events.	JA/RM
To provide list of companies for raffle prizes.	LB
To contact major attractions for raffle prizes.	LM
To contact food vendors who may be interested in stalls.	LM
To approach Loddon Choir about taking part in the event.	LS
To cancel October & December meetings.	AAO

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