

**Notes of the Meeting of Loddon Town Council Events Committee held on Wednesday 24 April 2024, 8.00 pm in the Hollies – the meeting was not quorate, so an informal meeting took place with no decisions made.**

**Present:** Chairman - Cllr Liz Marsham (LM), Cllr Julie Appleby (JA).

**In Attendance:** Jo Leonard (AAO), Emily Curtis (Clerk), and three members of the public; Margaret Whittaker (MW), Carol Webb (CW) and Rosalind Moore (RM).

## To receive an update from the Task Groups

### Food & Beverage Task Group:

**Led by GM**

Contact football club to provide a BBQ, find a donut & milkshake vendor LM  
The Jub Hub have agreed to provide a BBQ a hot dessert provider is still needed,  
Action: LM to contact a donut/milkshake provider.

### Entertainment Task Group:

#### Dog Show:

**Led by JP**

Defer  
JP is working on the website. Sam Bailey has agreed to judge and Loddon Garden DIY has kindly agreed to provide the prizes. The Jubilee Hall may have some rosettes available.

#### Arena/Stage

**Led by LB**

Look into booking Fiddlesticks Ladies clog dancers CW  
Unfortunately Fiddlesticks are not available.  
To research straw bales Clerk  
Defer  
Contact Ronan LM  
He has confirmed but needs to be finished by 3.00pm for another event.  
Contact the Martial Arts club or the Gym Club LB/LM  
Aikado has confirmed, the gym club should give an answer by the end of the week.  
Contact Titch & Maureen re compering Clerk  
Confirmed.

### Kids Entertainment

**Led by LM**

Contact second face painter AAO  
Not confirmed LM will chase

### Entertainment Wildlife.

**Led by CW**

CW has confirmed with several groups she will liaise and collect contact details.  
Action: AAO to send Stall Holder Application form to CW to forward to wildlife groups.

### LTC stalls

**Led by TBC**

Chase Police attendance AAO

Still no response, AAO will try to contact  
 Contact vendors from last event with stall holder application form, with a deadline of  
 31 May 2024 for fees AAO  
 Defer  
 To begin asking for & collecting prizes for a tombola stall RM/Cllr JA  
 Defer  
 To check prizes are sufficient LM  
 Defer

**Advertising & Marketing Task Group:** Led by Council – Clerk  
 Inform local groups of the event Clerk/AAO  
 Defer

**General Logistics & Health & Safety:** Led by Council – AAO  
 To ask LUFCC for support with transport on the day Clerk  
 Defer  
 To ask for support from LLCG members for clear up JA  
 So far no one is available, Cllr JA will continue to try  
 Count the tables available in JH LM  
 CW has access to tables at St John’s Chapel if required.

**Sponsorship/Fundraising/Raffle Task Group:** Led by GM  
 Send out sponsorship letters GM/JP  
 GM has provided a list of previous sponsors, email mail merge due for completion  
 shortly.  
 Send out raffle requests GM  
 Defer  
 LM has collected raffle prizes from the White Horse & Hair4U, CW has received a  
 voucher from Parravinis.  
 Action: email SpoonCake, The Swan, Rosy Lees, Loddon Deli, The JubHub for raffle  
 prizes.

Action	Person Responsible
To contact a donut/milkshake provider	LM
To research straw bales	Clerk
Send Stall Holder Application form to CW to forward to wildlife groups.	AAO
Chase Police attendance	AAO
Contact vendors from last event with stall holder application form, with a deadline of 31 May 2024 for fees	AAO
To begin asking for & collecting prizes for a tombola stall	RM/Cllr JA
To check prizes are sufficient	Cllr LM
Inform local groups of the event	AAO/ Clerk
To ask for support from LLCG members for clear up	Cllr JA
Send out sponsorship letters	AAO/GM
Email SpoonCake, The Swan, Rosy Lees, Loddon Deli, The JubHub for raffle prizes.	AAO