

Minutes of the Meeting of Loddon Parish Council Events Committee held on Wednesday 24 May 2023, 8.00 pm in the Hollies

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

In Attendance: Jo Leonard (AAO), Emily Curtis (Parish Clerk) and several members of the public; Rosalind Moore (RM), Bernie Webb (BW), Carol Webb (CW), Jessie Powell, Georgina Mitchell and Kevin Williams.

Absent: None

Agenda

1. Welcome and meeting etiquette

The Chair welcomed everyone and thanked them for coming. No one wished to record the meeting.

2. Apologies for absence

None.

3. Declarations of interest for items on the agenda and requests for dispensations

None.

4. Minutes of the meeting held on the 26 April 2023

The minutes were **APPROVED** and signed by the Chair for the record.

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

- Contact Halsbury Homes to plant an Oak Tree Clerk

There was a discussion about funding and location.

ACTION: AAO add to next Agenda. Committee to consider locations for placement of a tree to commemorate the Coronation.

6. Public Forum

The Chair thanked everyone for their support and effort in organising the Coronation Celebration. The event was a great success, and all the feedback has been positive. There was a discussion around the pros and cons of the event being held in the town centre as opposed to the Loddon & Chedgrave Playing Field.

7. Finance

7.1: Payments for approval

All payments were approved at the full Parish Council meeting on 17 May 2023.

7.2: To receive the final accounts relating to the Coronation Celebration 2023

The Parish Council budgeted £1,500.00 for the event. The Council received grants and sponsorship of £3,421.75. The event cost £3,448.59. Therefore, profit from the

event was £2,444.11. The grants received were related to the Coronation, so future events will have to be self-funded, and this will need to be considered when earmarking reserves for future events.

7.3: To consider the allocation of the proceeds of the 2023 Celebration

There were several suggestions including;

- Picnic benches at The Staithe or at Kittens Lane Play Area
- A round tree bench at Church Plain Car Park.

ACTION: Parish Warden to check whether a picnic bench could fit at The Staithe.

ACTION: AAO to source prices for picnic benches.

8. Task Groups

8.1 To receive an update from the task groups, what went well & what didn't.

- **Food & Beverage Task Group:** **Led by Cllr LM**

All the vendors were well received, the Swan's outside bar was good value. Unfortunately, some local food providers did not open. The question was raised if charges to food vendors should have been higher, the general consensus was that it was better to have more providers attend, even if this brought in less money. It was suggested that a regular date is chosen for any future event so that vendors could book it in their diaries.

- **Entertainment Task Group:** **Led by Cllr LM**

The question was raised about Wi-Fi access in St John's Hall, as this caused problems for some stall holders. This will be addressed if the venue is used again. The kids entertainment and stalls and games went very well. It was felt that more stalls could have easily fitted into Church Plain car park. The face painter was very popular, and another would have easily been accommodated. Formal thanks to be sent to Kai Barron, Shaft of Wit for his help organising the live music. **ACTION:** AAO to send thanks.

- **Local Involvement & Marketing Task Group:** **Clerk**

It was thought that the map could have been produced earlier and circulated more widely through local shops & businesses. Despite all efforts, it proved difficult to consult with the local businesses prior to the event.

The 'Dress up Loddon' initiative was a huge success with approx. 200 houses & businesses participating in decorating their properties. **ACTION:** Remove bunting. KW. **ACTION:** AAO to send thanks to the LUFC for their help putting up bunting and their help on the day putting up the marquee/gazebos and moving the chairs.

- **General Logistics & Health & Safety:** **AAO**

The stewards were excellent and safely managed access to the car parks.

The walkie talkies kindly donated to LPC did not join up with the Council's existing set so not everyone could have a walkie talkie. Loddon has limited mobile reception so walkie talkies are essential. Perhaps increasing the Council's set should be considered.

One or two people enquired as to why a road closure had not been implemented, but most felt it was not required. A road closure would have impacted on the bus route. The bus route is reduced to every hour on Sundays. A road closure on a Saturday would be untenable as the bus route runs every 30 minutes.

It was suggested that the plan for the day could have been more detailed regarding who was managing the event and liaising with stewards etc.

- **Sponsorship/Fundraising Task Group: Led by Cllr JA**

As so many grants were available for this celebration, not much sponsorship was needed.

- **Raffle Led by Cllr JP**

The raffle was a big success, with lots of prizes. It was suggested that more tickets could be sold if local shops could sell some. The card machine made sales much easier.

- **Titivating Church Plain Car park Led by JA**

Thanks were given to Cllr JA for organising the improvements. Cllr JA is watering all the flower towers every other day. It was agreed that the containers need a logo attached and that sponsorship needs to be obtained for future years.

ACTION: AAO Organise a watering rota, clarify the current arrangements with Larry/Sophie/Brian/Eleanor & ask the allotment holders if they would get involved.

ACTION: PW to organise attaching the logo to the contains.

ACTION: RFO: to organise sponsorship for the flower towers and containers.

ACTION: RFO to send thank you 's to all financial contributors.

ACTION: AAO to send thank you's to LUFC, Shaft of Wit, Christadelphians and Jessie Powell.

9. **Items for the next agenda**

ACTION: Committee members to organise an informal meeting to consider the agenda.

10. **Future Events**

10.1: To consider setting a time, date, location & parties involved for a 2024 event

LM proposed that a regular date of the first Saturday in July be set for events going forward. It was seconded by JA. It was **APPROVED** that next year's event take place on 6 July 2024 on The Loddon & Chedgrave Playing Field. Concerns were raised about the number of volunteers that would be required, and discussions were had about how to encourage people to become involved with the Events Committee and future events. **ACTION:** AAO to add volunteer recruitment to the next agenda.

10.2 To consider whether to hold a Scarecrow Festival or include within a planned event

It was **AGREED** not to hold a scarecrow festival next year.

11. **Future meeting dates**

It was **AGREED** to cancel the next three meetings: 28 June 2023, 26 July 2023 & 23 August 2023 and to return on the 27 September with a plan of action for the 2024 event. **ACTION:** AAO to cancel June, July and August meetings.

12. **Date and time of next meeting:**

All held at 8.00pm at The Hollies.

27 September 2023

25 October 2023

22 November 2023
27 December 2023

Meeting closed at 22.00

Action	Person Responsible
Add to next Agenda, to bring suggestions for placement of a coronation tree.	AAO
Check whether a picnic bench could fit at The Staithe	PW
To source prices for picnic benches	AAO
Organise a watering rota	AAO
Organise removing the bunting from Church Plain, The Staithe & The Hollies	KW
To send thank you letters to all financial contributors	RFO
To send thank you letters to LUFC, Shaft of Wit, Christadelphians, Jessie Powell	AAO
Committee members to meet to consider the agenda	LB JA LM AW JP GM
Add volunteer recruitment to the next agenda	AAO
PW to organise attaching the logo to the contains.	PW
To organise sponsorship for the flower towers and containers	RFO
To cancel June, July and August Events Committee meetings	AAO