

Minutes of the Meeting of Loddon Parish Council Events Committee held on Wednesday 26 April 2023, 8.00 pm in the Hollies Rear Hall.

Present: Chairman - Cllr Liz Marsham (LM), Cllr Julie Appleby (JA), Cllr Jessie Powell (JP).

In Attendance: Jo Leonard (AAO), Emily Curtis (Parish Clerk), Georgina Hirst (RFO) and several members of the public; Rosalind Moore (RM), Kai Barron (KB), Lynn Starman (LS), Robin High (RH), Bette High (BH), Bernie Webb (BW), Carol Webb (CW), Val Counter (VC), Bryon Sparkes (BS) and Sharon Swan (SS).

Absent: Cllr Jane Hale.

Agenda

1. **Welcome and meeting etiquette. Note if anyone wishes to record the meeting**
The Chair welcomed everyone, no one wished to record the meeting.
2. **To receive any apologies for absence and consider accepting them**
Apologies have been received and accepted from Cllr Kay Mason Billig.
3. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**
Cllr JP declared that she will be running a stall for her personal business at the event.
4. **To approve as a correct record, the minutes of the meeting held on the 22 March 2023**
The Minutes were **APPROVED** and signed by the Chair for the record.
5. **To receive an update on matters arising from previous meetings (not on this agenda) and actions from the last meeting**
 - collect prizes from RH *JP Completed*
 - Investigate SNC events page on website *Clerk Completed*
 - Ask KMB if she can provide transport to collect the PA system from RH and the large gazebo *AAO Completed*
 - Provide people to help with the marquees on the day *KW In Progress*
 - Decorate Church Plain *KW In Progress*
 - Visit the industrial estate to ask for raffle prizes. *KMB In Progress – Brown's*
 - Visit local businesses to ask for raffle prizes *JP Completed*
 - Contact Loddon Primary for involvement in the time capsule *LM*
 - Organise & prepare and then assemble bunting prepared by local schools. *RFO Completed*
 - Book The Hollies 2 May 2023 *AAO Completed*
 - Hollies Capacity and Fire Risk Assessment – *Clerk Completed*
 - Hollies – borrowing chairs for marquee (90) – *Clerk Completed*

6. Public Forum

None.

7. Finance

7.1: To review the budget/planned expenditure for the Coronation Celebration

CW highlighted an error on finance paperwork showing the cost of election flyers attributed to Events Committee budget. RFO agreed it was an error which she will rectify.

RFO reported that finance papers up to 9 April 2023 had already been circulated. The last week has been circulated today, to include raffle tickets sales & recently received payments plus invoices paid out.

7.2: To approve the list of payments

A summary has been circulated.

JA proposed and JP seconded, and the list of payments was **APPROVED**.

7.3 To note the financial accounts

Covered in 7.1

8. Task Groups

8.1 To receive an update from the task groups

- Food & Beverage Task Group: Led by Cllr LM
- Entertainment Task Group: Led by Cllr LM
- Local Involvement & Marketing Task Group: Clerk
- General Logistics & Health & Safety: AAO.
- Sponsorship/Fundraising Task Group: Led by Cllr JA
- Raffle Led by Cllr JP
- Titivating Church Plain Car park Led by JA

Food & Beverage Task Group:

Hot donuts, waffles, coffee van, ice cream van, pizza, milkshakes have all confirmed. PLI is required for all vendors **ACTION:** LM to chase. Fire Station has not responded about the BBQ. **ACTION;** Clerk to chase.

Entertainment:

KB reports that all acts have confirmed. He will bring his comedy lights to the stage and could provide extra marquees if the weather is bad. RH will run the PA system throughout the day.

ACTION: KB will create a poster to display with the running order & times for display. Titch will dress up as Queen Consort Camilla.

RM reported that she has about 50 teddies for the tombola, LM has more available.

ACTION: LM to drop off to RM. Some signs are needed, **ACTION:** RM will check what is available in the office and JP will create any new ones needed. Volunteers are needed to man The Hollies, AS SS RM JA plus 2 for the doors & 2 inside.

CW volunteered.

Jugs are needed for juice, at least 5.

ACTION: RM will check the prizes in the office for suitability

ACTION: RFO to provide 4 floats

A pot is required for donations for the drinks.

11 craft stalls are booked for St John's Chapel, there are a couple of spaces left.

At The Staithe, BS will set up the crockery smash stall at 10.00am, Motor Trikes, Fun Bus, Milk shakes, Sweet stall, coffee stall, Chet Medieval Boat.

At Church Plain: Music, LPC tent (to include first aid, lost child) Community Gym, Loddon First Responders & several food vendors. Porta Loos will be available on the car park.

Holy Trinity Church will have lots of local groups plus sweet & savoury refreshments.

ACTION: LM to create a map of Loddon to show location of all participants/toilets/first aid.

Local Involvement & Marketing:

The Angel, The Swan & The JubHub have all organised entertainment. The King's Head have yet to respond.

There has been lots of social media advertising, an interview with Greatest Hits Radio is being arranged and leaflets have gone out to local shops/businesses and the Chet Contact.

General Logistics & Health & Safety:

SS volunteered to deliver the car park closure notices to residents around Church Plain. LM volunteered to distribute to properties around The Staithe.

ACTION: RFO to check how much space the Fun Bus needs and expected arrival.

ACTION: Clerk to check requirements for mediaeval boat.

Sponsorship/Fundraising Task Group & Raffle:

Ticket sales are going well. Another day of selling is planned for Saturday 29 May 2023. Clerk requested an earlier start of 9.00am.

Titivating Church Plain Car park:

There will be a final push on Saturday 29 May 2023 to get the towers planted. LUFC will help put up the bunting on Sunday 30 May 2023.

Cllr JP has offered to drive the Freedom of Loddon winner around at a time of his convenience to see & judge the decorated properties/businesses Saturday 6 May 2023. **ACTION:** AAO to contact recipient and arrange.

9. **To review and consolidate the timetable for the day**
All covered.
10. **To request volunteers to sell raffle tickets**
All covered.
11. **To consider providing a seed package for children**
Considered not appropriate due to time scales & cost.
12. **To consider planting a tree for the Coronation**

It was proposed by LM and seconded by JP to contact Halsbury Homes to plant an oak at St George's Park to commemorate the Coronation. **APPROVED**

ACTION: Clerk

13. Items for the next agenda

- Agree date & time of an event for 2024
- Consider type and location of event 2024.

14. Date and time of next meeting:

It was proposed by LM that a meeting on 2 May is no longer required, seconded by JP. **APPROVED.**

ACTION: AAO to cancel meeting.

24 May 2023 @ 8.00pm

Meeting closed at 21.40

24 May 2023	27 September 2023
28 June 2023	25 October 2023
26 July 2023	22 November 2023
23 August 2023(if required)	27 December 2023

All held at 8.00pm at The Hollies.

Action	Person Responsible
PLI is required for all vendors	LM
Fire Station has not responded about the BBQ.	Clerk
Create a poster to display with the running order & times	KB
Deliver teddies for the tombola to RM	LM
Some signs are needed	RM/JP
Check the prizes in the office	RM
To provide 4 floats	RFO
Create a map	LM
Check how much space the Fun Bus needs and expected arrival	RFO
Check requirements for mediaeval boat.	Clerk
Contact FoL recipient	AAO
Contact Halsbury Homes to plant an oak	Clerk
Cancel meeting 02/05/23	AAO