
Minutes of the Meeting of Loddon Parish Council Events Committee held on Tuesday 02 March 2022, 8.00 pm in the Library Annexe Rear Hall.

Present Cllr Jessie Powell (JP), and Cllr Liz Marsham (LM) Cllr Jo Sinfield, Cllr David Johnson.

In Attendance: Jo Leonard (Administration and Allotment Officer, AAO), Members of the Public: Sharon Swann (SS), Christine Hartley (CH), Colin Hartley (CoH), Bradley Pike (BP) Gill Goodacre (GG), Rosalind Moore (RM), Jackie Franklin (JF), Edward Walker (EW), Ann Sadler (AS), Julie Appleby (JA) and Sandra Catlee (SC).

1. **Welcome and Meeting etiquette. Note if anyone wishes to record the meeting:**
No One wished to record the meeting.
2. **To receive any apologies for absence and consider accepting them:**
Apologies have been received from Cllr Jane Hale, Cllr June Strickland & Robin Wetherall.
These were Accepted.
3. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations:**
None received.
4. **To approve as a correct record, the Minutes of the meeting held on the 01 February 2022 and 16 February 2022:**
The minutes were **approved** and signed by the Chair for the record
5. **Public Forum;**
Introductions were made for new members.
CH reported the Cadets were keen to help out. Military vehicles will be present on the day.
Action: CoH & Ch to continue to liaise with local cadets.
6. **To receive an update from the Food & Beverage Task Group and consider proposals:**
The report was presented by JP in RWs absence. And the proposals **approved**.
Action: JP to continue to liaise with RW to speed up progress.
7. **To receive an update from the Entertainment Task Group and consider proposals:**
Confirmed: Funky Feet, TP Dog Trainer to judge dog show. Langley School Music Department have been approached, awaiting response. The Punch & Judy performer used by the Victorian Evening is available.
8. **To receive an update from the Local Involvement Task Group and consider proposals:**
Covered under item 7.
9. **To receive an update from the General Logistics (Health & Safety, Litter Picking & Parking) and consider proposals:**
JP gave an update.
9.1 To review the events master spreadsheet:
JP explained the spreadsheet, displayed on the projector.

10. To receive an update from the Sponsorship/Fundraising Task Group and consider proposals
10.1 To receive an update on the raffle prizes
10.2 To receive an update on the raffle tickets
10.3 to consider flyer for requesting sponsorship

An LPC councillor has agreed to visit local businesses.

Action: Clerk to produce letter for Councillor to deliver.

11. **To receive an update from the Advertising Task Group and consider proposals:**
Action: JP to approach Highways to allow advertising signs on two entrances to Loddon.
Posters put up in local shops etc.
11.1 **To consider the website for publishing**
Proposed by JP, seconded by LM. **Approved**

12 **Finance**

To consider the funds available for the event

£1,200 available. £500.00 from LPC, £500.00 from Chedgrave PC & £200.00 from Cllr Mason Bilig. The Tap Room is considering sponsorship. **Approved** £65.00 for Face Painting.

12.1 To consider best allocation of any monies raised by the event

Proposed JP Seconded LM **Approved:** a general Community Fund.

12.2 To approve the list of payments

None.

12.3 To consider a payment scale for pitch fees for food and beverage stalls

Defer to next meeting.

12.4 To consider a payment scale for pitch fees for entertainment stalls

Proposed JP. Seconded LM **Approved:** pitch fee will be £20.00 for profit making businesses.

12.5 To approve the payment for the Punch and Judy show

Proposed LM. Seconded JP **Approved:** £260.00

12.6 To consider a budget for the Entertainment stalls

Proposed JP Seconded LM Initial budget of £550 **Approved.**

12.7 To consider a budget for the Logistics Task group

Defer till next meeting.

12.8 To consider quotes for bouncy castles

Defer till next meeting, insufficient quotes received

- 13 **To consider any items for a future agenda:**

Dates & Times of future meetings.

The meeting ended at 10.00 pm.