

## Minutes of the Meeting of Loddon Town Council Events Committee held on Wednesday 24 January 2024, 8.00 pm in the Hollies

**Present:** Chairman - Cllr Liz Marsham (LM), and Committee Members (CM) Jessie Powell (JP) and Georgina Mitchell (GM).

**In Attendance:** Jo Leonard (AAO), Emily Curtis (Clerk), and several members of the public; Joanne Jackson (JJ), Carol Webb (CW) Sarah Mantle (SM), Lyn Starman (LS) and Patricia Bell (PB).

**Absent:** Laura Bolderston (Vice Chairman), sent apologies via email at 23.08pm

### Agenda

**1. Welcome and meeting etiquette**

The Chair opened the meeting, and everyone introduced themselves for the benefit of the new attendees. The meeting will not be recorded.

**2. Apologies for absence and consider accepting them**

Apologies were received and accepted from Cllr Julie Appleby & Cllr Natalie Henry.

**3. Declarations of interest for items on the agenda**

LM & JP declared a non-pecuniary interest in any items relating to the Jubilee Hall as they are Trustees.

**4. Minutes of the meeting held on the 22 November 2023**

The minutes were **approved** with an alteration to item 11, to clarify the position of the proposed apple tree, and signed by the Chair for the file.

**5. To receive an update on matters arising from previous meetings (not on this agenda) and actions from the last meeting:**

- Set up an email mail merge once sponsorship/prizes letter is finalised JP
- Defer - can begin once letter is finalised
- Investigate if Chet Boat is available CW
- Andrew Farrell (BA) has confirmed that the boat and the replica boat will be available for the event.
- Contact all wildlife organisations CW
- CW circulated a draft email, and it was **agreed** that CW should send this out.
- Organise a tender process for the bar Clerk
- Defer
- Contact SNC for permission to plant tree Clerk
- Matt Yates (SNC) is happy to go ahead but has requested that planting waits until the work has been completed at The Staithe.
- To book PA system with Robin Clerk

Clerk to check if completed

- Create a list of possible sponsors and the areas/activities

GM

GM handed out a list of suggested levels of sponsorship. **Action:** AAO to send out sponsorship form. GM to check & alter as needed.

- To book The Hollies for meetings

AAO

Completed.

- Prepare a brief/outline of event and circulate before the next meeting

LM

Discussed under item 7.

- To approach Loddon Choir about taking part in the event

LS

LS confirmed that the Choir will be taking part.

- Jubilee Hall Hire Charge

AAO

Awaiting reply from JHMC. **Action:** AAO to contact JHMC Secretary.

## 6. Public Forum

None.

## 7. To consider Cllr LM's Plan for the Chet Valley Summer Fete - 6 July 2024

Cllr LM outlined the event.

Unfortunately, the Play Bus that was used last year is now in new ownership in Essex. LM is in contact with the new owners and is looking at alternative providers.

CW proposed that alternative entertainment is sourced via the Fool Hardy Circus at a cost of £420. CW offered to approach Musker McIntyre & Young's Funeral Services for sponsorship. It was **resolved** to book Fool Hardy Circus. **Action:** CW.

Two face painters will be required.

Cllr LM is investigating a bouncy castle, and the Clerk suggested a wrist band that is purchased for the use of the bouncy castle over the course of the fete. **Action:** AAO to email JHMC re availability of Little Jumpers.

CW has reported that both local Morris Dancer Groups are unavailable. **Action:** CW to contact Fiddlesticks Ladies Clog Dancers.

JP to coordinate the dog show, a larger arena will be needed. **Action:** JP to organise dog show. Cllr SB will also hopefully be involved.

**Action:** JJ to research Loddon merchandise.

**Action:** JP to research straw bales.

**Action:** AAO organise clean up after the event, contact LLCG & Litter Pickers.

**Action:** LM to contact Funky Feet, Gymnastic club, Martial Arts club, Zumba Kat.

**Action:** Clerk to contact performers Discord & Rhyme.

**Action:** JP to contact performer (Ronan).

**Action:** AAO to give Committee Members access to the Events Email address.

**Action:** Clerk to contact Police & Fire Station, to bring fire engine & BBQ if possible.

## 8. Marshals for the Chet Valley Summer Fete

It was **resolved** to book two Marshalls will be needed to supervise the car parking.

**Action:** AAO/Clerk to book.

## 9. Tasks to the Task Groups

- Food & Beverage Task Group: Led by GM

GM had prepared a list of suitable food vendors, many have responded already.

The church ladies confirmed they will provide a cake stall again and may make a donation towards the electricity bill.

A new food vendors form needs to be created. **Action:** AAO to send to GM

- Entertainment Task Group: Dog Show: Led by JP
- Arena/Stage Led by LB
- Kids Entertainment Led by LM
- LTC stalls Led by TBC

The History Group have confirmed they would like a stall, ideally sited next to the Chet Boat.

**Action:** LM to advertise for stalls

- Local Involvement & Marketing Task Group: Led by Council – Clerk.
- General Logistics & Health & Safety: Led by Council - AAO
- Sponsorship/Fundraising/Raffle Task Group: Led by GM

**10. Finance Report**

10.1: To approve the list of payments

10.2: To consider the budget for the 2024 event

**None.**

**11. Items for a future agenda**

None.

**12. Dates of future meetings**

<b>28 February 2024</b>	<b>26 June 2024</b>
<b>27 March 2024</b>	<b>31 July 2024</b>
<b>24 April 2024</b>	<b>25 September 2024</b>
<b>29 May 2024</b>	<b>30 October 2024</b>
	<b>27 November 2024</b>

**The meeting closed at 9.25pm**

<b>Action</b>	<b>Person Responsible</b>
Book PA system	Clerk
Send out sponsorship form	AAO
Check & alter sponsorship form as needed	GM
Approach Musker McIntyre & Young's Funeral Services for sponsorship.	CW
Booking bouncy castle	AAO to contact JHMC
Investigate booking Fiddlesticks Ladies clog dancers	CW
To research Loddon merchandise	JJ
To research straw bales	JP
Organise clean up after the event, contact LLCG & Litter Pickers	AAO
Contact Funky Feet, Gymnastic club, Martial Arts club, Zumba Kat	LM
Contact Discord & Rhyme	Clerk
Contact Ronan	JP
Email events password	AAO
Contact Police & Fire Station, to bring engine & BBQ if possible	Clerk
Book 2 X Marshalls	AAO/Clerk
Food vendors form, send to GM	AAO
To advertise for stalls	LM