

## Minutes of the Meeting of Loddon Parish Council Events Committee held on Wednesday 22 November 2023, 8.00 pm in the Hollies

**Present:** Chairman - Cllr Liz Marsham (LM), Cllr Julie Appleby (JA), Cllr Laura Bolderston (LB) and Committee Member (CM) Jessie Powell (JP) and Georgina Mitchell (GM).

**In Attendance:** Jo Leonard (AAO), Emily Curtis (Clerk), and several members of the public; Carol Priest (CP), Joanne Jackson (JJ), Carol Webb (CW) and Bernie Webb (BW).

**Absent:** None

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**  
No apologies have been received. LB has notified she may be late.
3. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**  
Both LM & JP declared an interest in any matters relating to the Jubilee Hall as they are trustees of The Jubilee Hall Management Committee.
4. **To approve as a correct record, the minutes of the meeting held on the 27 September 2023**  
The minutes were approved and signed by the Chair for the file.
6. **To receive an update on matters arising from previous meetings (not on this agenda) and actions from the last meeting:**
  - To book Jubilee Hall and L&CPF for the event AAO  
Completed. Hall will confirm costings as currently under review.
  - To consider ideas for games stalls that were popular at previous events. JA/RM

Items for the Teddy tombola is already being collected.

**LB arrived at 20.10**

  - To provide list of companies for raffle prizes. LB  
This is ongoing, LB has a list of businesses previously used locally. JP will help set up an email mail merge once sponsorship/prizes letter is finalised.
  - To contact major attractions for raffle prizes. LM  
Ongoing.
  - To contact food vendors who may be interested in stalls. LM  
Ongoing.
  - To approach Loddon Choir about taking part in the event. LS  
LS was not present so no update given
  - To cancel October & December meetings. AAO

Completed

**7. Public Forum**

CW asked if there was an opportunity to bring along the Chet boat again.

**Action:** CW to investigate if Chet Boat is available.

A concern was raised whether there would be enough volunteers available to successfully run the event. LM reported that as this event will be run slightly differently it shouldn't be a problem. The concept means there is flexibility about what is offered on the day depending on people available. The plan is that stalls will be allocated to a volunteer in advance so people know what they are signing up for, which may help with recruitment.

The South Yare wildlife event is probably not going ahead next year, CW asked if they could be allocated an area of the field during this event.

**Action:** CW to contact all wildlife organisations to include: Broads Authority & RSPB to see if they would like to attend.

**8. Finance Report**

8.1: To approve the list of payments

None

8.2: To consider the budget for the 2024 event

LM has created a draft budget, there is a need to maximise resources as there will not be grants available for this event. LM requested that all spending is checked with her in advance.

**9. To consider requesting tenders for an outside bar**

There were concerns raised about controlling alcohol consumption on the day. JP proposed that a tender invite is sent out with a minimum contribution of 15% of takings, with the bar awarded to the highest bidder. This was seconded by JA. Unanimously **APPROVED**. **Action:** Clerk to organise the bar tender process.

**10. To consider a name for the summer fete to be held on the 6 July 2024**

It was **AGREED** to call the event the Chet Valley Summer Fete.

**11. To consider locations for placement of a tree to commemorate the Coronation**

CW suggested the Staithe as the best area, where the old apple was, opposite where the replacement apple tree is.

She suggested the best tree to plant was a Lime tree, as they are good for wildlife and grow quickly. **Action:** Clerk to contact SNC for permission.

**12. To discuss the membership of the Task Groups**

The Clerk requested that Cllr LM compiles a brief/outline of the event to circulate before the next committee meeting, so that tasks can be added to the spreadsheet and allocated to the task groups. **Action:** Cllr LM.

- Food & Beverage Task Group: Led by TBC
- Entertainment Task Group: Led by TBC
- Local Involvement & Marketing Task Group: Council – Clerk. JP agreed to design artwork.
- General Logistics & Health & Safety: Council - AAO
- Sponsorship/Fundraising Task Group: Led by TBC
- Raffle: Led by TBC

13. Items for the next agenda

14. To consider dates for future meetings

31 January 2024	31 July 2024
28 February 2024	28 August 2024
27 March 2024	25 September 2024
24 April 2024	30 October 2024
29 May 2024	27 November 2024
26 June 2024	

<b>Action</b>	<b>Person responsible</b>
Set up an email mail merge once sponsorship/prizes letter is finalised	<b>JP</b>
Investigate if Chet Boat is available	<b>CW</b>
Contact all wildlife organisations	<b>CW</b>
Organise a tender process	<b>Clerk</b>
Contact SNC for permission to plant tree	<b>Clerk</b>
Prepare a brief/outline of event and circulate before the next meeting	<b>LM</b>
To approach Loddon Choir about taking part in the event	<b>LS</b>