
Minutes of the Meeting of Loddon Parish Council Events Committee held on Tuesday 12 July 2022, 8.00 pm in the Library Annexe Rear Hall.

Present: Chairman - Cllr Jessie Powell (JP), Cllr Liz Marsham (LM), Cllr Jane Hale (JH), Cllr Julie Appleby (JA) and CPC Cllr Jo Sinfield (JS)

In Attendance: Jo Leonard (AAO) and several members of the public; Rosalind Moore (RM), Robin High (RH), Elizabeth High (EH) and Caroline Dwen (CD)

Absent: Robin Wetherall and Kay Mason Billig.

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 were received and accepted from Emma Whitehead-Turford, Carol & Bernie Webb, Sharon Swann, Christine & Colin Hartley, Christine Wiltshire, David Johnson, June Strickland and Gillian Goodacre.
3. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**
None.
4. **To approve as a correct record, the Minutes of the meeting held on the 14 June 2022**
The Minutes were approved and signed by the Chair for the record.
5. **Matters Arising**
None.
6. **Public Forum**
None.
7. **Finance**
 - 7.1 **To receive the final figure of proceeds of the Queen's Platinum Jubilee Fete 2022**
A final figure still can't be recorded as two local businesses have not given a donation. A deadline of one month will set and then the final figure will be accepted. The Current figure is £2,406.66.
Action JP To put budget in place for next year's event.
Going forward the terms for donations/fees for food & beverage vendors need to be addressed, as this was not successful this time.
Action: JP Chase Ice Cream provider for a donation.
Action JH Chase two local food vendors as they have not yet donated.
 - 7.2 **To consider the allocation of the proceeds of the 2022 Fete and the percentage split with CPC (73/27) & if a reserve is required for 2023.**

It was **APPROVED** not to split the funds raised as the amount allocated to Chedgrave would be insufficient to purchase something meaningful. A reserve of £1000 will be carried forward for the 2023 event.

7.3 To consider quotes for picnic benches and agree their location

Discussions were had about placing a picnic bench at the Staithe, but consideration would need to be given to groundworks, which would need to be completed by South Norfolk Council.

JS reported that CPC would like to order their own bench and place at their discretion. Proposed by JH, seconded by LM and **APPROVED** to purchase one seat only bench for the Chedgrave area. JH suggested the supplier White House Enterprises with an approximate cost of £500.

Action: JS research quote for a new bench.

8. To consider setting a time, date, location & parties involved for a 2023 summer fete

Discussions covered other known local events, it was proposed by LM, seconded by JP and **APPROVED** to hold an event on 10 June 2023 between 12.00-17.00, at The Loddon & Chedgrave Playing Field.

Action: JS will take this back to CPC to get a decision as to whether CPC wish to be involved next year.

8.1 Contact major local venues for sponsorship

Action: JA To contact major venues for sponsorship/donations.

Action: RM To provide JA with list of suggested venues.

Action: JP/JA/RM To rework the request letter and draft email for major venues.

9. To consider organising a Scarecrow Festival for 2023

RH & CD ran through how the Scarecrow Festival has run in the past. The last event was 3 years ago but previously it has run for 15 years. The festival currently has funds of £1,539.59 available which will be handed to the LPC Events Committee. It was proposed by LM and seconded by JS and **APPROVED** that LPC Events Committee will take on the organising of a Scarecrow Festival for Loddon, which will run alongside the summer event in 2023.

Action: RH To provide an Asset Inventory

10. To consider advertising for volunteers

Action: JP To advertise for volunteers in Chet Contact and on Facebook.

Action: AAO To organise an events only LPC email.

11. To consider providing feedback to the Jubilee Hall

JH & JS will organise a meeting with the Jubilee Hall to discuss the problems that arose during the Jubilee Event and find a resolution.

12 Correspondence

LM reported the letter of thanks received from CPC.

13. To consider dates of future meetings

Future meetings are due to be held at:

The Hollies
10 High Street
Loddon
Norfolk
NR14 6AH

13 September 2022

08 November 2022

11 October 2022

13 December 2022

All at 8pm.

Action: JS To find out if The Brian Clarke Meeting Room is available without a charge.

The meeting ended at 21.30 pm.

Action	Responsible
To put budget in place for next year's event.	JP
Chase Ice Cream provider for a donation.	JP
Chase two local businesses that have not donated.	JH
Research quote for a new bench.	JS
Confirm with CPC if they wish to be involved with organising next year's event	JS
To contact major venues for sponsorship/donations.	JA
To provide JA with list of suggested venues for sponsorship/donations.	RM
To rework the request letter and draft email for major venues.	JP/JA/RM
To provide an Asset Inventory	RH
To advertise for volunteers in Chet Contact and on Facebook.	JP
To organise an events only LPC email.	AAO
To organise a meeting with the Jubilee Hall to discuss the problems that arose and find a resolution.	JH/JS
To find out if The Brian Clarke Meeting Room is available without a charge.	JS

Events Committee Payments				
Date	Payee	Item	Payment Method	Amount / £
12/07/2022	Loddon Band	Playing at the fete	BACS	150.00
12/07/2022	G Hirst expenses	Fete supplies	BACS	12.50
Total Events Committee Payments				162.50

Events Committee Receipts				
Date	Received From	Item	Payment Method	Amount / £
11/07/2022	<i>Bella Ciao</i>	<i>Donation</i>	<i>BACS</i>	<i>60.00</i>
Total Events Committee Receipts				60.00