

Dear Councillors, you are summoned to attend the meeting of the Events Committee, to be held at The Hollies, 10 High Street, Loddon, NR14 6AH on Wednesday **24 April 2024 at 8.00pm**

Members of the public are welcome to attend in person and will be provided an opportunity for public participation under *Public Forum*.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

Signed: Emily Curtis (Clerk)

Dated: 11 April 2024

Agenda

1. **Welcome and meeting etiquette. Note if anyone wishes to record the meeting**
2. **To receive any apologies for absence and consider accepting them**
3. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**
4. **To approve as a correct record, the minutes of the meetings held on the 28 February and 27 March 2024**
5. **To appoint a Vice Chairman**
6. **Public Forum**
7. **To receive an update from the Task Groups**

Food & Beverage Task Group:

Led by GM

Contact football club to provide a BBQ, find a donut & milkshake vendor

LM

Entertainment Task Group:

Dog Show:

Led by JP

Arena/Stage

Led by LB

Look into booking Fiddlesticks Ladies clog dancers

CW

To research straw bales

Clerk

Contact Ronan

LM

Contact the Martial Arts club or the Gym Club

LB/LM

Contact Titch & Maureen re compering

Clerk

Kids Entertainment

Led by LM

Contact second face painter

AAO

Entertainment Wildlife.

Led by CW

LTC stalls

Led by TBC

Chase Police attendance

AAO

Contact vendors from last event with stall holder application form, with a deadline of
31 May 2024 for fees AAO
To begin asking for & collecting prizes for a tombola stall RM/Cllr JA
To check prizes are sufficient LM

Advertising & Marketing Task Group:

Inform local groups of the event

Led by Council – Clerk

Clerk/AAO

General Logistics & Health & Safety:

To ask LUFC for support with transport on the day
To ask for support from LLCG members for clear up

Led by Council – AAO

Clerk

JA

Sponsorship/Fundraising/Raffle Task Group:

Send out sponsorship letters
Send out raffle requests

Led by GM

GM/JP

GM

8. **To consider and approve the artwork (flyers/posters/raffle tickets) to advertise the event**

9. **To consider ordering Loddon Logoed products**

10. **Finance Report**

10.1: To approve the list of payments

10.2: To consider the budget for the 2024 event

11. **Items for a future agenda**

12. **Dates of future meetings**

Please note changes to dates & extra meeting.

29 May 2024

19 June 2024

3 July 2024

31 July 2024

25 September 2024

30 October 2024

27 November 2024