



# Loddon Town Council

The Old School | Church Plain | Loddon | NR14 6EX

www.loddontowncouncil.gov.uk | 01508 522 020

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 **19 June 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:** 13 June 2024

<b>Agenda</b>	
<b>1.</b>	<b>Welcome and meeting etiquette. Note if anyone wishes to record the meeting</b>
<b>2.</b>	<b>To receive any apologies for absence and consider accepting them</b>
<b>3.</b>	<b>To receive declarations of interest for items on the agenda and to consider any requests for dispensations</b>
<b>4.</b>	<b>To approve as a correct record, the minutes of the meeting held on the 29 May 2024</b>
<b>5.</b>	<b>Public Forum</b>
<b>6.</b>	<b>To review the proposed layout of the event and running order of the entertainment</b>
<b>7.</b>	<b>To receive an update from the Task Groups</b>
	<b>Food &amp; Beverage Task Group:</b> <span style="float: right;"><b>Led by GM</b></span>
	To review the list of food and drink stalls <span style="float: right;">LM</span>
	<b>Entertainment Task Group:</b>
	To ensure that all performers have received details of their performances
	<b>Dog Show:</b> <span style="float: right;"><b>Led by JP</b></span>
	To review the overall arrangements for the dog show.....JP
	To review the prizes for the dog show <span style="float: right;">JP</span>
	<b>Arena/Stage</b> <span style="float: right;"><b>Led by LB</b></span>
	Determine decoration of Playing Field – bunting etc
	Organise delivery of the gaze trailer
	To discuss advertising the program/running order
	<b>Kids Entertainment</b> <span style="float: right;"><b>Led by LM</b></span>
	<b>To review the stalls and volunteers running them</b>
	To confirm the arrangements for the circus workshops
	<b>Entertainment - Wildlife.</b> <span style="float: right;"><b>Led by CW</b></span>

	To confirm the arrangements for the wildlife area	
	<b>LTC stalls</b>	<b>Led by TBC</b>
	To discuss a map for the event To receive a list of confirmed stalls Have stall holders received confirmations and info about the day (pdf for their SM) To confirm if the medieval boat will be attending To confirm if the Loddon's fire engine will be attending	
	<b>Advertising &amp; Marketing Task Group:</b>	<b>Led by Council – Clerk</b>
	To discuss arrangements for advertising the event	
	<b>General Logistics &amp; Health &amp; Safety:</b> Contact Antiques Fair to use their tables Risk Assessment Marshal arrangements Parking arrangements Toilet arrangements	<b>Led by Council – AAO</b> JH
	<b>Sponsorship/Fundraising/Raffle Task Group:</b>	<b>Led by GM</b>
	To review the raffle prize list Agree rota for advance selling of raffle tickets To agree the sale price of the Loddon tea towels To review the sponsorship received To review the arrangements for the stage sponsorship	
<b>8.</b>	<b>To note the Finance Report</b>	
<b>9.</b>	<b>Items for a future agenda</b>	
<b>10.</b>	<b>Dates of future meetings</b> Please note changes to dates & extra meeting.  3 July 2024 31 July 2024 25 September 2024	23 October 2024 27 November 2024