



# Loddon Parish Council

The Library Annexe | Church Plain | Loddon | NR14 6EX

www.loddonpc.org.uk | clerk@loddonpc.org.uk | 01508 522 020

---

## Minutes of the Meeting of Loddon Parish Council Events Committee held on Wednesday 25 January 2023, 8.00 pm in the Hollies Rear Hall.

**Present:** Chairman - Cllr Jessie Powell (JP), Cllr Julie Appleby (JA), Cllr Liz Marsham (LM) and CPC Cllr David Johnson (DJ)

**In Attendance:** Jo Leonard (AAO) and several members of the public; Rosalind Moore (RM), Sharon Swan (SS), Georgina Mitchell (GM) and Chris Wiltshire (CW).

**Absent:** Cllr Kay Mason Billig (KMB),

- 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. Apologies for absence:**  
Apologies were received and accepted from Cllr Jane Hale (JH). The Committee noted that CPC Cllr JS has resigned from the Committee.
- 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 8 November 2022:**  
The Minutes were approved and signed by the Chair for the record.
- 5. To receive an update on matters arising from previous meetings (not on this agenda)**  
Cllr JP announced that this would be her last meeting as Chair as she wished to step down, but she would continue with the committee.  
A meeting was held today at the LPC office with Cllr JA, JP and LM and the Clerk.  
Holding a scaled down event to celebrate the Coronation was discussed. A local resident has agreed to allow the use of her meadow for a picnic in the park type event. Church Plain car park could be partially closed to accommodate food vendors, houses and local businesses would be encouraged to compete for 'best dressed' The proposed date is Sunday 7 May 2023 13.00-17.00.  
**ACTION Clerk:** Discuss event requirements with the owner of the meadow.  
**ACTION Clerk:** Confirm possibility of power to the meadow for bands.  
**ACTION Clerk:** DJ suggested that a service User agreement be created with the resident to ensure that the parameters relating to the use of the meadow are clear. Clerk to investigate  
Actions from previous meeting:  
**JS/JH** To confirm the amount the final contribution for extra water/electricity costs for 2022 event  
Defer to next meeting  
**RFO** to pay £500 to CPC  
Defer to next meeting

**AAO** Add 2023 budget to next agenda

Completed

**AAO** Book Hollies for 2023 dates

Completed

**JP** ChetContact advert for volunteers

To be completed by AAO

**DJ** Confirm CPC involvement in 2023 event

Confirmed by DJ

**JP** Create WhatsApp group

Action Clerk

**JP** Google storage of documents

See item 9.2

**JP** Send the list of local organisations to CW

Not completed.

**AAO** Prepare the 2023 meeting date list and circulate

Completed

**6. Public Forum:**

Covered in item 5.

**7. Finance:**

**7.1 Review the budget for the 2023 event**

No change

**7.2 Approve list of payments**

None

**7.3 To note the accounts**

Nothing to note.

**8. Task Groups:**

**8.1** To assign members to task groups and appoint a leader for each task group

**8.2 Food & Beverage Task Group**

Led by Cllr LM.

**Entertainment Task Group**

Led by – Cllr LM

**Marketing and Local Involvement Task Group**

Led by – Clerk

**General Logistics**

Led by AAO

**Raffle**

Led by Cllr JA

**Sponsorship/Fundraising Task Group**

Led by Cllr JH & Cllr AM

**Finance**

RFO

**8.3 To review the draft sponsorship letter and email**

Defer to next meeting

**9. Volunteers:**

**9.1 Recruitment of Volunteers and Application Form**

An advert will be placed in Chet Contact.

**ACTION:** Cllr JP to send adverts to AAO

**ACTION:** AAO to send adverts into Chet Contact

**9.2 To review Master spreadsheet on Google Drive for volunteers and explain data consent form**

JP explained this as an easy option for real time changes to documents to keep people up to date, thought there is the possibility the email addresses may be viewed. But only by members of this group.

**ACTION JP:** Forward Google docs link with disclaimer attached to AAO for circulation

**10. To note Events Committee Terms of Reference approved by LPC November 2022**  
ToR noted

**11. To consider First Aid requirements for the event**

**ACTION:** AAO to contact Loddon first aiders and research other providers.

**12. Consider the name and any theme for the 2023 event**

Working title of 'Music in the Meadow'

**13. Items for next agenda**

Appoint a Chair

Consider the date/location for 2023 event

Note response from resident allowing use of the meadow

Consider First Aid cover for the event

JH To confirm the amount the final contribution for extra water/electricity costs for 2022 event

Confirm RFO to pay £500 to CPC

To review the draft sponsorship letter and email

Cllr DJ proposed a vote of thanks to JP for her work on the QPJ event and on pushing the 2023 event forward.

Every one present thanked Cllr JP.

**14. Date and time of Next Meeting:**

22 February 2023

22 March 2023

26 April 2023

24 May 2023

28 June 2023

26 July 2023

23 August 2023(if required)

27 September 2023

25 October 2023

22 November 2023

27 December 2023

All held at 8.00pm at The Hollies.

**The meeting ended at 21.40 pm.**

Action	Responsible
Discuss event requirements with the owner of the meadow	Clerk
Confirm possibility of power to the meadow for bands	Clerk
Create WhatsApp group	Clerk
Forward Google docs link with disclaimer attached to AAO for circulation	JP
Investigate service User agreement be created with the resident	Clerk

Cllr JP to send adverts to AAO	<b>JP</b>
Send adverts into Chet Contact	<b>AAO</b>
Contact Loddon first aiders and research other providers	<b>AAO</b>