
Minutes of the Meeting of Loddon Parish Council Events Committee held on Tuesday 11 October 2022, 8.00 pm in the Hollies Rear Hall.

Present: Chairman - Cllr Jessie Powell (JP), Cllr Liz Marsham (LM), Cllr Jane Hale (JH), Cllr Kay Mason Billig (KMB), Cllr June Strickland (JS) and CPC Cllr Jo Sinfield (JS)

In Attendance: Jo Leonard (AAO) and several members of the public; Rosalind Moore (RM) Christine & Colin Hartley (CH CoH) and Carol & Bernie Webb (CW BW).

Absent:

- 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 Julie Appleby, Emma Whitehead-Turford, Sharon Swan, Christine Wiltshire, Val Counter 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 12 July 2022**
The Minutes were approved and signed by the Chair for the record.
- 5. Matters Arising**
JP reported that a new Terms of Reference for this committee would be discussed at the Loddon Parish Council meeting on 12 October 2022. Some changes she is recommending include:
 - Raising the minimum number of councillors from 3 to 5
 - Requiring members be active members of a Task Group
 - If less than 5 councillors agree to join the committee the event will be postponed/cancelled

JS reported that Chedgrave PC had not confirmed participation in the event as she had been made aware that the Jubilee Hall had so far not been booked for the event, and a date for the event not confirmed.

A discussion was had about the focus of the event being on the upcoming Coronation of King Charles III and whether the date should be changed to fall in line with that. It was decided to avoid possible problems associated with such a large national event and carry on as previously planned, but consideration was given to the Coronation being the theme for the event.

JS & JH reported that they had spoken to the Jubilee Hall who felt that there was a significantly higher water & electricity usage during the QPJ event than expected. If the

2023 event goes ahead the expectations of both parties needs to be clearly documented in advance. JH suggested a contribution is paid towards the extra water & electricity costs from this year's event.

Action: JS/JH to research & suggest a suitable contribution, in addition to the hall hiring charges

6. Public Forum

None.

7. Finance

7.1 To receive the final figure of proceeds of the Queen's Platinum Jubilee Fete 2022
Final figure is £2,716.66. £1,000 to be kept in reserve, £500 to CPC for a bench.

7.2 To consider the budget for the 2023 event

Defer till event confirmed

7.3 To approve the list of payments

Payment of contribution from the Taproom received with thanks.

7.4 To agree a charging structure for stall holders & food suppliers

LM has investigated what other local events have been charging, and reports a flat fee is considered the best option.

JH proposed a "price per foot" for marquees and a fixed price for stalls. KMB suggested a size/cost is set per pitch. CW questioned the cost for charity/community stalls, JH proposed a £5 charge.

The following price structure was proposed by LM and seconded by KMB and

APPROVED:

Standard pitch (3mX3m)

Food & Beverage stalls £50.00

Profit making business stalls £20.00

Charity/Community stalls £5.00

Larger pitch (6mX6m)

Food & Beverage stalls £75.00

Profit making business stalls £30.00

Charity/Community stalls £5.00

Anything larger

Food & Beverage stalls £100.00

Profit making business stalls £40.00

Charity/Community stalls £5.00

8. To consider allocating the proceeds (minus the reserve) from the 2022 QPJ Fete

8.1 To consider a grant to Chedgrave Parish Council for £500 towards the cost of a bench
Proposed by LM, seconded by JH and **APPROVED**. KMB agreed to top up the grant with a contribution from her District Members Ward Budget.

8.2 To consider purchasing and installing a family sized picnic table at the Staithe
There is a plan in place to improve the area at the Staithe in Loddon, with the possible provision of a BBQ area and seating. It was proposed by KMB and seconded by LM to set aside £500. To purchase a picnic bench when this work is completed. **APPROVED**

9. To consider how to recruit volunteers for the 2023 fete

There was a discussion about the best way to attract volunteers. It was concluded that Social Media and advertising in the Chet Chat would continue to be used.

Action All: To reach out for volunteers and bring a list of suggested people to the next meeting.

Action: JS to book Jubilee Hall for 10 June 2023.

Action: AAO to book Playing Field

The possibility of incorporating The Scarecrow Festival was discussed. **Action:** JS to reach out to the former organisers of the event for a list of requirements for organising/running the festival so a decision can be made at the next meeting if it is possible to include this for next year.

10. To create task groups and appoint a Cllr to lead each task group

It was suggested that the Task Groups remain similar:

Food & Beverage Task Group: Led by LM

Entertainment Task Group:

Local Involvement Task Group:

General Logistics (to include Health & Safety):

Sponsorship/Fundraising Task Group:

Rest will be deferred to next meeting.

11. To review the draft sponsorship letter and email

Deferred to next meeting

12. Date and time of Next Meeting

Tuesday 08 November 2022. AAO to confirm availability to change start time to 7.00pm

Future meetings are due to be held at:

The Hollies Rear Hall

10 High Street

Loddon

Norfolk

NR14 6AH

The meeting ended at 21.10 pm.

Action	Responsible
To research & suggest a suitable contribution for extra water/electricity costs	JS/JH
To reach out for volunteers and bring a list of suggested people to the next meeting.	All
To book Jubilee Hall for 10 June 2023	JS
To book Playing Field	AAO
Organise a list of requirements for running The Scarecrow Festival	JS
To confirm availability to change start time to 7.00pm	AAO