
Minutes of the Meeting of Loddon Parish Council Events Committee held on Tuesday 14 June 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 June Strickland (JSt), Cllr Kay Mason Billig (KM), and CPC Cllr Jo Sinfield (JS)

In Attendance: Jo Leonard (AAO), Emily Curtis (Clerk), Georgina Hirst (RFO) and several members of the public; Chris Wiltshire (CW), Rosalind Moore (RM), Ann Sadler (AS), Sharon Swan (SS), Carol Webb (CW), Bernie Webb (BW), Christine & Colin Hartley (CH, CoH), Cadie & Emma Turford (CT, ET), Sandra Cattee (SC) and Patricia Bell (PB).

Absent: David Johnson, Robin Wetherall.

- 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 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 31 May 2022**
The Minutes were approved and signed by the Chair for the record.
- 5. Matters Arising**
None.
- 6. Public Forum**
None.
- 7. Food & Beverage Task Group**
Some people felt that the F&B Task Group was not entirely successful & didn't work as planned. All food vendors were heavily oversubscribed. It is felt that in future food vendors should be asked their breakeven point and a percentage donation requested as a fee.
- 8. General Logistics (Health & Safety, Litter Picking & Parking)**
The PA system was not loud enough to carry across the field to make public aware of events/stalls in the hall. Not enough people were aware there was a programme available. It would be useful if the food voucher was also a 'fast pass' as volunteers didn't have time to queue, and had the facility to register smaller cost options on it so it could be used at multiple vendors, eg drink from one & food from another. It was felt the free children's activities should be restricted to one item per person or make a small charge to stop people taking advantage.
It was felt future Task Groups should be led by a Councillor to try and spread the load and more volunteers need to be recruited.

Map boards would be a good idea to make all stalls more visible.
 The Dog Show needs to be better organised with online payments available as well as booking, with a dedicated area to process bookings on the day.
 Additional vehicles would be useful for set up and moving heavy equipment about.
 Disabled access to the Jubilee Hall was a problem.
 Request expected length of set up for stall holders in advance so staggering of arrivals can be organised to relieve queues at the entrance.
 Not enough straw bales available for seating.
 Confirm actual services provided by the venue under the hire agreement in advance.

9. To receive an update from the Sponsorship/Fundraising Task Group and consider proposals

Vouchers & other high value prizes made the tombola very popular.
 It was suggested that major local venues like Norwich FC have an annual budget for donations so need to be contacted early and well in advance.

10. To receive an update from the Advertising Task Group and consider proposals

Overall, the advertising strategy was considered a success. Consider selling more raffle tickets in advance for example weekends outside the CoOp

11. Finance

11.1 To approve the list of payments

List of payments **APROVED** Proposed by LM, seconded by JS

11.2 To Note the accounts

Current balance £2,569.

There are still some donations to be added

12 To consider how the funds will be spent

The spreadsheet containing the public's response on the day was discussed. A permanent item to celebrate the Jubilee is preferred. Discussions were positive that an event for 2023 should be planned.

ACTION AAO Circulate public's response. Source quotes for picnic benches

13. Next Meeting Date

12 July 2022 at 8pm

The meeting ended at 21.50 pm.

Action	Responsible
Circulate public's response. Source quotes for picnic benches	AAO