



Loddon Parish Council

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

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Minutes of the Meeting of Loddon Parish Council Events Committee held on Wednesday 16 March 2022, 8.00 pm in the Library Annexe Rear Hall.

Present: Chairman - Cllr Jessie Powell (JP), Cllr Kay Mason-Billig, (KB), Cllr Jane Hale (JH), Cllr Liz Marsham (LM) CPC Cllr Jo Sinfield and CPC Cllr David Johnson.

In Attendance: Jo Leonard (Administration and Allotment Officer, AAO), Members of the Public: Sharon Swann (SS), Christine Hartley (CH), Colin Hartley (CoH), Julie Appleby (JA), Ann Sadler (AS) and Rosalind Moore (RM).

Absent: 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 June Strickland 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 02 March 2022**

The Minutes were approved and signed by the Chair for the record.

5. **Public Forum**

CoH reported that a military vehicle had been sourced but that it had no roof. The Army Cadets have completed their RA so on track to attend. Langley Cadets have not responded to requests to take part.

There has already been lots of bunting made up.

Action: JH to contact Jubilee Hall for permission to decorate the back wall of the building.

Action: JH to contact the Community Gym requesting they are closed the night on 3 June 2022 to allow overnight storage space

6. **To receive an update from the Food & Beverage Task Group and consider proposals**

No update is available. JP is struggling to secure vendors. Currently only Ice Cream Van X2 & Pizza Van

Action: JH to speak to "Church ladies" about providing tea & cake

7. **To receive an update from the Entertainment Task Group and consider proposals**

Punch & Judy confirmed.

Chet Valley Aikido Confirmed.

Chet Contact will publish winning photo from photo competition.

Chet Valley B Line confirmed stall.

3X local Business stalls confirmed.

2X Face Painting confirmed.

Currently 45 Stalls/Games.

8. **To receive an update from the Local Involvement Task Group and consider proposals**
Covered under item 7.
9. **To receive an update from the General Logistics (Health & Safety, Litter Picking & Parking) and consider proposals**
Risk Assessment is in progress.
Ideal Staging have quoted £1,000 + VAT to provide staging.
Action: DJ has a contact who could provide a trailer to use.
Action: KB to contact Paul Frost re trailer hire.
Action: AAO to contact Clinks Care Farm for raffle prize.
Loddon First Responders not able to offer first aid cover.
- 9.1 **Events Master Spreadsheet**
Spreadsheet is available in Dropbox
10. **To receive an update from the Sponsorship/Fundraising Task Group and consider proposals**
10.1 To receive an update on the raffle prizes - **Action: AAO** add approve cash prizes for raffle to next Agenda.
10.2 To receive an update on the raffle tickets - Roberts & Sons have agreed to sponsor the cost of the tickets.
10.3 to consider flyer for requesting sponsorship – Clerk has completed sponsorship letter. Cllr AM has agreed to circulate to Loddon Businesses Cllr DJ will circulate to Chedgrave Businesses. **Action: RM & JA** to contact big businesses in wider area for raffle prizes (Africa Alive etc).
11. **To receive an update from the Advertising Task Group and consider proposals**
Roughly 50 posters will be needed. A local artist will draw maps & artwork for the posters.
Action: JP.
12. **Finance**
To consider the funds available for the event - £1,335
To approve the list of payments - None
To consider a payment scale for pitch fees for food and beverage stalls - Defer to next meeting.
To consider a budget for the Logistics Task group - Defer to next meeting.
To consider quotes for bouncy castles and associated insurance - Defer to next meeting.
13. **To consider dates for future meetings**
All to be held at 8pm in the Library Annexe Rear Hall except 10 May 2022 which will start at 7pm for a briefing for stall holders **Action: JP** to invite stall holders.

| Date of Meeting | Items to AAO by | Publish on |
|------------------------|------------------------|-------------------|
| 12 April 2022 | 30 March 2022 | 5 April 2022 |
| 26 April 2022 | 13 April 2022 | 19 April 2022 |
| 10 May 2022 | 27 April 2022 | 3 May 2022 |
| 24 May 2022 | 11 May n2022 | 17 May 2022 |
| 31 May 2022 | 15 May 2022 | 24 May 2022 |

The meeting ended at 9.50 pm.