



# 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 Tuesday 16 February 2022, 8.00 pm in the Library Annexe Rear Hall.

**Present:** Chairman - Cllr Jessie Powell (JP), Cllr Liz Marsham (LM), Cllr Jane Hale (JH), Robin Wetherall (RW), CPC Cllr David Johnson (DJ) and CPC Cllr Joanne Sinfield (JS).

**In Attendance:** Emily Curtis (Parish Clerk), and three Members of the Public.

### 1. **Welcome & Meeting Protocol and Etiquette:**

JP briefly outlined the remit and workings of the Committee within Loddon Parish Council. The meeting will be recorded by the Parish Clerk.

### 2. **Apologies for Absence:** The Committee accepted apologies from Cllr June Strickland (JS).

### 3. **Declarations of Interest and Requests for Dispensations:** None. All Non-LPC members signed the Data Consent form and the Declaration of Interest form.

### 4. **Appointment of Vice-Chairman:**

It was **resolved** to appoint Cllr LM as Vice-Chairman.

### 5. **Public Forum**

The Camera Club will organise a photo competition for the under 16's. Hopefully the prize will be to have their photo on the front cover of the Chet Contact magazine.

The offer of WW2 vehicles was accepted. It was agreed that one of the vehicles could be used for the guess the number of 'balloons in a car' competition. **Action:** Clerk to raise vehicle access queries with L & C Playing Field Committee.

### 6. **Name of the Queen's Platinum Jubilee Event**

It was **resolved** to call the event 'The Platinum Jubilee Fete', hosted by Loddon and Chedgrave Parish Councils. **Action:** Cllr JP to amend website and leaflets.

### 7. **Expressions of Interest**

CPC Cllr DJ reported that the owner of Rosy Lee's has offered to assist the event with Stewards, which could help with parking arrangements. **Action:** AAO to confirm.

### 8. **Food and Beverage Task Group**

RW circulated a document outlining the groups plan. RW has spoken to several local businesses, nothing confirmed at present.

RW will contact all local organisations to source food. If he is unable to source local companies for food, businesses from further afield will be contacted and they will be charged a pitch fee. It was agreed to have an item on the next agenda to agree a payment scale for pitches.

Food stalls will be placed together, especially if an electrical supply is required for cooking/refrigeration.

Stalls will be considered carefully to ensure there is no duplication of food types.

People can bring a picnic if they wish.

Cllr JH has booked 'Jimmy's' ice cream van – they will pay a pitch fee percentage depending on the weather. **Action:** Cllr JH to send details of booking to RW.

## 9. Entertainment Task Group

The task group has drafted a timetable of events for the day. This is a working document and may be amended as more groups are booked. Cllr JP will circulate documents to the Committee via Dropbox.

This task group has focused on two areas: arena bookings and stalls for the perimeter of the field. A list of stalls for further summer events has been compiled. All stalls will sign up in advance and be allocated a pitch number. Community groups that have a stall will be raising funds for their own group and will supply their own float etc.

### Arena

Funky Feet have requested a stage area of 10m x 12m. **Action** Cllr JH to ask Jubilee Hall if their stage could be used and the dimensions.

Various bands have been contacted including, Hoot'n'Toot and Huff'n'Puff'. The Loddon Band have confirmed.

A local MC has been booked.

Matthew Hutton (Deputy Lord Lieutenant) has offered to present the LPC Freedom of Loddon Award and he could also present the under 16's photo award. **Action:** JP to check with LPC.

Fun dog show – **Action:** LM to contact TP Agility

Langley School – **Action:** LM to call school regarding choirs and bands

### Stalls

Guess the weight of a cake – Cllr LM's Mum – cost of ingredients to be covered.

Horticultural society – hanging basket competition or plant tombola.

Coconut Shy - **Action:** RW to provide.

The LUFCA wish to have a 'Keepy Uppy' game.

The Clerk suggested that the Tennis Courts are closed for the day as it is an enclosed safe space and might be useful for a sports stall. – **Action:** PFC/Clerk – Agree Tennis Court closure for the day.

Cllr LM requested a map of the field and the dimensions so a pitch map can be created.

**Action:** Clerk.

Cllr LM requested information regarding the use of bouncy castles from LPC's Insurance providers. **Action:** RFO.

## 10. Local Involvement Task Group

Cadets will be asked if they can help set up/clear away the event. **Action:** CH/CH.

Cllr LM has spoken to Hobart and the drama teacher has shown interest in the event.

Cllr LM will see if Loddon Nursery School is interested in having a stall. Children could make decorations.

Cllr JH will contact Steve Silk from Look East.

Loddon Fire engine to attend – **Action:** AAO to enquire.

## 11. General Logistics Task Group

Cllr JS has confirmed that the Loddon & District Society will provide tables, chairs and marquees.

Cllr JP suggested that volunteers wear Hi-Viz during the fete in case of an emergency.

**Action:** AAO to order LPC Hi-Viz vests.

First Aid provision – **Action:** Cllr JP to contact Loddon First Responders.

It was noted that the Jubilee Hall has a defibrillator.

Equipment from LPC – 3 marquees, bunting, 3 x trestle tables, raffle drum, sandwich board, tea urn.

Equipment from CPC – beacon, trestle tables, bunting, tea urn, 3 x vehicle barriers.

Bales of straw suggested as seating/Arena fencing.

Jubilee Taproom will provide PA system.

Staging/ Music License – JHMC. **Action:** Cllr JP to meet with JHMC and check whether the license extends to the field and if the stage can be used.

## 12. Sponsorship/Fundraising Task group

It was **resolved** to go door to door to ask businesses for sponsorship for part of the event or alternatively provide a raffle prize. Cllr AM has offered to assist. **Action:** Cllr JP to draft a letter. It was suggested that requests for raffle prizes could also be made on Facebook.

**Action:** AAO to advertise and to follow up with an email.

## 13. Promotion/Advertising the Event

It was resolved to form a task group for the advertising. Membership: Cllr LM, Cllr JP and SS.

It was **resolved** to create an event on the LPC Facebook page and Officers will post updates on the main LPC page (as directed by the Committee). **Action:** AAO.

Other suggestions for advertisement include;

- Banners on A146 – Roberts or Admiral signs in Norwich
- Radio Norwich
- EDP What's on
- Flyers
- Look East
- School – newsletters

CPC Cllr DJ suggested that Chedgrave PC could incorporate information into their leaflet.

**Action:** CPC Cllr DJ.

## 14. Finance

### 14.1 Funds Offered For the Event

LPC - £500

CPC - £500

SNC – have offered £200 to each Council – grant application

District Members' Grant from Cllr KB - £200 offered to each PC

**Action:** CPC Cllr DJ to request clarification from CPC regarding their contribution.

### 14.2 Allocation of Profit

A discussion was had regarding the allocation of any profits. It was agreed that any advertisement will indicate that 'funds will go towards a community project' until a project has been agreed.

Several suggestions were made;

- Kitten's Lane Play Area
- Coloured planters around the villages dedicated to the Queen's Jubilee
- Footbridge – SNC

- Queen’s Jubilee Bench
- Retain within an earmarked fund in the Events Committee for future events
- Loddon and Chedgrave Playing Field Committee

**Actions:** CPC Cllr DJ will liaise with CPC. Cllr JP to liaise with LPC. Clerk to add to the next agenda.

### 14.3 List of Payments

It was **resolved** to approve the cost of the website domain for four months at £25 per month.

### 14.4 Small Society Lottery License

It was **resolved** to purchase a Small Society Lottery License. **Action:** AAO.

This will allow the committee to sell tickets in advance. It was suggested that they are printed with the top prize of £100 cash, and ‘many other prizes from local businesses’. LPC’s logo will be used on the tickets, and local businesses could help to sell them.

**Action:** Cllr JH will ask if Roberts will print the raffle tickets as their donation (Roberts could advertise their donation on the tickets).

### 10. Future Discussion/Agenda Items:

- Litter picking event the next day – womble group
- Measurements of the Playing Field
- Map of the Playing Field
- Equipment hire from The Hollies
- Loddon Fire Engine
- Tennis Courts closure for the day and use for fete sport stalls
- Payment scale for pitches

### 11. Next Meeting Dates for the Committee

Meeting Date	Agenda Items to AAO by:	Date of Display
2 March 2022	22 February 2022	23 February 2022
16 March 2022	8 March 2022	9 March 2022
30 March 2022	22 March 2022	23 March 2022

**The meeting ended at 21.55 pm.**