
Minutes of the Meeting of Loddon Parish Council Events Committee held on Tuesday 10 May 2022, 7.00 pm in the Library Annexe Rear Hall.

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

In Attendance: Jo Leonard (AAO), and several members of the public; Sylvia Randles (SR), Sue Edwards (SE), Val Counter (VC), Chris Wiltshire (CW), Laura Bolderston (LB) and Elizabeth Orland (EO).

This part of the meeting was to ensure stall holders had the opportunity to look over the plan and ask any questions. The Stall Holder Guide was circulated & discussed. Arrangements for the day were discussed.

The full meeting began at 8.00pm.

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

In Attendance: Jo Leonard (AAO), and several members of the public; Sue Edwards (SE), Val Counter (VC), Chris Wiltshire (CW), Sandra Cattee (SC), Julie Appleby (JA), Rosalind Moore (RM), Gillian Goodacre (GG), Ann Sadler (AS) and Brad Pike (BP).

Absent: Kay Mason-Billig.

- 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 Carol & Bernard Webb, Sharon Swann and Christine & Colin Hartley.
- 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 26 April 2022**
The Minutes were approved and signed by the Chair for the record.
- 5. Matters Arising**
An email has been received about the placement of the Church stall. Subsequently the Terrace stall will be relocated.
Action JP Source generator for Terrace stall.
- 6. Public Forum**
None.

7. Food & Beverage Task Group

A token will be provided for volunteers to use on the day to obtain refreshments free of charge.

Action AAO remove this item from future agendas.

8. Entertainment Task and Local Involvement Task Group

New stall holder applications are coming regularly. There will be at least 2 arenas, bouncy castles, tennis coaching, Spooncake will provide cake decorating equipment for the cake decorating stall, the photography competition is now live, the Library will link up and be involved in the crown making stall, there have been 6 dog show entries so far.

Action RM & JA To source prizes for a tombola stall and man it on the day, cost £1.00 per strip

Action RM Compile a list of games & prizes

Local press have been contacted.

9. General Logistics (Health & Safety, Litter Picking & Parking)

Outstanding items:

Volunteer briefing document.

Confirm Walkie Talkies and write rules of use (aprox 8 required)

Collate volunteer information

Source easels for holding schedule

Chet Valley practice have confirmed us of car park for stall holders only, it will be locked with a code, stewards will have access.

10. Sponsorship/Fundraising Task Group

Total Grants/Sponsorship = £4,000

10.1 To receive an update on the raffle prizes

2 garden kits, toy & Highways Voucher

10.2 To receive an update on the raffle tickets

Tickets are due for collection 11/05/22, more can be printed if required. The cost has been covered by Roberts & son.

Action JH & RW to oversee & record ticket sales.

11. Advertising Task Group

Posters are up in all local shops. There have been 100 visits to the website in the last 7 days and 243 in April. The banners are up on two entrances to Loddon on A146, the Chedgrave junction is still to do.

SE & JH agreed to have an advertising board at their properties.

Action JP to add to MM's list

12. Finance

12.1 Funds available

£1,211

12.2 To approve the list of payments

All payments **Approved**. Proposed by JS, Seconded by LM.

12.3 Budget for Logistics Task Group

Over budget by £155.00. Paramedic cost not previously factored in, H&S requirement. It was proposed by JP and seconded by LM to increase the budget to £300.00. **APPROVED**

12.4 Advertising Budget

Over budget by £61.48. It was proposed by JP and seconded by LM to increase the budget to £100.00. **APPROVED**

12.5 Decoration Budget

Thanks to AS & her associates for all the bunting made so far.

12.6 Entertainment Budget

As the event is longer than originally planned one of the face painters cost is now an extra £20.00. It was proposed by LM and seconded by JS. **APPROVED**

12.7 To consider list of additional items for stalls and approve budget for items

Defer to next meeting

13 To review & confirm volunteers assisting on the day.

DJ & his wife & possibly other Chedgrave Councillors

JS will assist on Friday evening 5.30pm

14. To consider any items for a future agenda

None at this time.

15. Next Meeting Date

24 May 2022.

Agenda items to the AAO by the 17 May 2022.

The meeting ended at 21.15 pm.

Action	Responsible
To source generator for Terrace Stall	JP
Remove Entertainment Task Group from future Agendas	AAO
To source prizes for a tombola stall and man it on the day	RM JA
Compile a list of games & prizes	RM
To oversee & record ticket sales	JH RW
To add JH & SE to MM's advertising board list	JP

Date of Meeting	Items to AAO by	Publish on
24 May 2022	17 May 2022	18 May 2022
31 May 2022	24 May 2022	25 May 2022