

Notes of the Meeting of Loddon Town Council Events Committee held on Wednesday 24 April 2024, 8.00 pm in the Hollies – the meeting was not quorate, so an informal meeting took place with no decisions made.

Present: Chairman - Cllr Liz Marsham (LM), Cllr Julie Appleby (JA).

In Attendance: Jo Leonard (AAO), Emily Curtis (Clerk), and three members of the public; Margaret Whittaker (MW), Carol Webb (CW) and Rosalind Moore (RM).

To receive an update from the Task Groups

Food & Beverage Task Group:

Led by GM

Contact football club to provide a BBQ, find a donut & milkshake vendor LM
The Jub Hub have agreed to provide a BBQ. A hot dessert provider is still needed.
Action: LM to contact a donut/milkshake provider.

Entertainment Task Group:

Dog Show:

Led by JP

Defer
JP is working on the website. Sam Bailey has agreed to judge the dog show and Loddon Garden DIY has kindly agreed to provide the prizes. The Jubilee Hall may have some rosettes available. Action: LM.

Arena/Stage

Led by LB

CW confirmed that Musker McIntyre and Allens Cadge and Gilbert have kindly donated £200 each to cover the costs of the circus workshop and performance.
Look into booking Fiddlesticks Ladies clog dancers CW
Fiddlesticks are not available.
To research straw bales Clerk
100 required. Action: Clerk.
Contact Ronan LM
He has confirmed but needs to be finished by 3.00pm for another event.
Contact the Martial Arts club or the Gym Club LB/LM
Aikado has confirmed, the gym club should give an answer by the end of the week.
Contact Titch & Maureen re compering Clerk
Confirmed.

Kids Entertainment

Led by LM

Contact second face painter AAO
Not confirmed. Action: LM will chase

Entertainment Wildlife.

Led by CW

CW has confirmation that several groups will attend. Action: AAO to send Stall Holder Application form to CW to forward to wildlife groups.

LTC stalls

Led by TBC

Chase Police attendance AAO
 Still no response, AAO will phone as not replying to emails. Action: AAO.
 Contact vendors from last event with stall holder application form, with a deadline of 31 May 2024 for fees AAO
 Action: AAO
 To begin asking for & collecting prizes for a tombola stall RM/Cllr JA
 Action: RM and AAO
 To check prizes are sufficient LM
 Action: LM

Advertising & Marketing Task Group: Led by Council – Clerk
 Inform local groups of the event Clerk/AAO
 Action: Clerk/AAO

General Logistics & Health & Safety: Led by Council – AAO
 To ask LUFCC for support with transport on the day Clerk
 Action: Clerk.
 To ask for support from LLCG members for clear up after the event JA
 So far no one is available, Cllr JA will continue to try.
 Count the tables available in JH LM
 CW has access to tables at St John’s Chapel if required.

Sponsorship/Fundraising/Raffle Task Group: Led by GM
 Send out sponsorship letters GM/JP
 JP has provided a list of previous sponsors to mail merge. AAO
 Send out raffle requests via mail merge GM
 LM has collected raffle prizes from the White Horse & Hair4U. CW has received a voucher from Parravanis.
 Action: email SpoonCake, The Swan, Rosy Lees, Loddon Deli, The JubHub for raffle prizes.

Action	Person Responsible
To contact a donut/milkshake provider	LM
To research straw bales	Clerk
Send Stall Holder Application form to CW to forward to wildlife groups.	AAO
Chase Police attendance	AAO
Contact vendors from last event with stall holder application form, with a deadline of 31 May 2024 for fees	AAO
To begin asking for & collecting prizes for a tombola stall	RM/Cllr JA
To check prizes are sufficient	Cllr LM
Inform local groups of the event	AAO/ Clerk
To ask for support from LLCG members for clear up	Cllr JA
Send out sponsorship letters	AAO/GM
Email SpoonCake, The Swan, Rosy Lees, Loddon Deli, The JubHub for raffle prizes.	AAO