

Minutes of the Events Committee held on Wednesday 29 May 2024, 8.00 pm in the Hollies

Present: Chairman - Cllr Liz Marsham (LM), Cllr Julie Appleby (JA) Cllr Jane Hale (JH), Cllr Andy Woodman (AW) and Committee Member Carol Webb (CW).

In Attendance: Jo Leonard (AAO), and three members of the public; Jacqui Richardson (JR), Alex Ashman (AA) and Rosalind Moore (RM).

Absent: None.

Welcome and meeting etiquette. Note if anyone wishes to record the meeting
The Chair welcomed everyone. Nobody wished to record the meeting. The Chair noted that Loddon Town Council has approved Carol Webb's application to become a member of this committee, at its meeting on the 8 May 2024.

1. **To appoint a Chairman**
It was **resolved** to elect Cllr Liz Marsham as Chairman.
2. **To appoint a Vice Chairman**
It was **resolved** to elect Jane Hale as Vice Chairman.
3. **To receive any apologies for absence and consider accepting them**
Apologies have been received and **approved** from Jo Jackson and Georgina Mitchell.
4. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**
None.
5. **To approve as a correct record, the minutes of the meetings held on the 28 February, 27 March and 24 April 2024**
The Minutes were **approved** and signed by the Chair for the file.
6. **Public Forum**
None.
7. **To note the new website: www.chetvalleysummerfete.com**
The website is under construction and is ready for bookings for the dog show.
8. **To review the proposed layout of the event and running order of the entertainment**
Layout deferred.

LM shared the proposed running order:
12.00 Opening remarks (stage)
12.10 Chet Valley Voices (arena)

- 12.40 Funky Feet (stage)
- 1.00 Seaside Ukulele Band (arena)
- 2.00 Funky Feet (stage)
- 2.20 Ronan Williams (stage)
- 2.50 Freedom of Loddon (stage)
- 3.00 Kuk Sool Won demonstration (arena)
- 3.25 Raffle Draw (stage)
- 3.45 Discord & Rhyme (stage)
- 4.45 Closing Remarks (stage)

9. To receive an update from the Task Groups

- Food & Beverage Task Group:** **Led by GM**
- To contact a donut/milkshake provider LM
 LM awaiting response.
- Entertainment Task Group:**
- Dog Show:** **Led by JP**
- Organisation of the dog showJP
 The Jubilee Hall may have some rosettes available LM
 Deferred.
- Arena/Stage** **Led by LB**
- To research straw bales Clerk
 A supplier has offered 100 bales @ £2.00 each, on the basis that he can re-sell after the event. He is unable to deliver so Clerk to collect on the day.
 Contact the Gym Club LM
 Not available.
- Kids Entertainment** **Led by LM**
- Chase second face painter LM
 Norfolk Face Painting has confirmed.
- Entertainment Wildlife.** **Led by CW**
- Send Stall Holder Application form to CW to forward to wildlife groups. AAO
 Completed.
 CW gave an update on the groups who will be attending. Thanks were given for all her hard work with arranging so many groups to attend.
- LTC stalls** **Led by TBC**
- Chase Police attendance AAO
 PC Ford is currently due to be off duty the day of the event, he is trying to change shifts.
 Contact vendors from last event with stall holder application form, with a deadline of 31 May 2024 for fees AAO
 Completed.
 To begin asking for & collecting prizes for a tombola stall RM/Cllr JA
 Underway.
 To check prizes are sufficient LM
 Completed.
- Advertising & Marketing Task Group:** **Led by Council – Clerk**

Inform local groups of the event
Completed.

Clerk/AAO

General Logistics & Health & Safety:

Led by Council – AAO

To ask LUFC for support with transport on the day

Clerk

LM confirmed with Kevin that LUFC are happy to assist.

To ask for support from LLCG members for clear up

JA

This is proving difficult to arrange, JH & JR have offered to assist.

Count the tables available in JH

LM

There are a few tables available, The Antiques Fair store their tables at the Jubilee Hall, JH will ask if they can be borrowed for the day. **Action:** JH

Sponsorship/Fundraising/Raffle Task Group:

Led by GM

Send out sponsorship letters

GM/JP

Completed.

Send out raffle requests

GM

Completed.

Email SpoonCake, The Swan, Rosy Lees, Loddon Deli, The JubHub for raffle prizes.

AAO

Completed.

Action: JA will do another walk round to try and get more raffle prizes.

10. To consider quantities of flyers/posters/raffle tickets

It was **agreed** that Roberts be asked to design the raffle tickets, and an order be placed for:

2000 tickets

100 flyers

50 A4 posters

20 A3 posters.

Action: AAO/Clerk

11. To consider selling the raffle tickets in advance of the fete

It was suggested that tickets be sold on Friday, Saturday & Sunday over two weekends:

21st/22nd/23rd June & 27th, 28th & 30th June.

Action: AAO to ask for volunteers

Action: AAO to check Open Gardens are happy if tickets are sold on the day of their event.

12. To consider the tea towel design and decide any action

Thanks to JJ for researching prices and RM for organising the design of the tea towel.

Action: LTC to order once the final design is received.

13. To note the Finance Report

Noted.

14. Items for a future agenda

JH gave apologies for the next meeting.

15. Dates of future meetings

Please note changes to dates & extra meeting.

19 June 2024
3 July 2024
31 July 2024

25 September 2024
23 October 2024
27 November 2024

Meeting closed 21.30

Action	Person Responsible
To contact a donut/milkshake provider	LM
The Jubilee Hall may have some rosettes available	LM
Contact Antiques Fair to use their tables	JH
Place order for raffle tickets, flyers & posters	AAO/Clerk
Ask for volunteers to sell raffle tickets	AAO
To check Open Gardens are happy if tickets are sold on the day of their event.	AAO
JA will do another walk round to try and get more raffle prizes.	JA
Organisation of the dog show	JP