

Dear Councillors, you are summoned to attend the meeting of the Events Committee, to be held at The Hollies, 10 High Street, Loddon, NR14 6AH on Wednesday 3 July 2024 at 8.00pm

Members of the public are welcome to attend in person and will be provided an opportunity for public participation under Public Forum.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

Signed: Emily Curtis (Clerk)

Dated: 27 June 2024

Agenda

1. **Welcome and meeting etiquette. Note if anyone wishes to record the meeting**
2. **To receive any apologies for absence and consider accepting them**
3. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**
4. **To approve as a correct record, the minutes of the meeting held on the 19 June 2024**
5. **Public Forum**
6. **To review the proposed layout of the event and running order of the entertainment**
 Map will go back to the office and be marked up with stall holders who have confirmed AAO/Clerk
 Bouncy Castle forms have not been received. AAO/Clerk
 Contact Antiques Fair for permission to use their tables. Cllr LM
7. **To receive an update from the Task Groups**

Food & Beverage Task Group:

Led by GM

Entertainment Task Group:

LM to pass on email contacts so running order & fete details can be sent. Clerk.

Dog Show:

Led by JP

To review the overall arrangements for the dog show JP

The Swan have kindly sponsored the dog show, a sign with their logo will be displayed. JP

To review the prizes for the dog show JP

Sam Bailey will pick up the prizes kindly donated by Loddon Garden DIY. SB.

Arena/Stage

Led by LM

Bunting needs to be collected from Ann Sadler. JA
 Ask LUFC if we can use their hoardings to display the logos of sponsors. Clerk
 Check there are sufficient stakes available to mark out 4 areas, 3 X 10X10 & 1X
 15X15. AAO/Clerk
 Organise delivery of the gaze trailer. Clerk
 To send flyer to local schools. Clerk
 Create a map with the running order and logos and programme on the back. LM

Kids Entertainment **Led by LM**

To review the stalls and volunteers running them

Commitment is needed from Councillors to assist with running the stalls, as there
 are not enough volunteers LTC Councillors

Entertainment - Wildlife. **Led by CW**

Forward information to the office. CW

LTC stalls **Led by TBC**

To create a map for the event LM

Advertising & Marketing Task Group: **Led by Council – Clerk**

LM will create a first draft of the map and running order. LM

General Logistics & Health & Safety: **Led by Council – AAO**

Contact Antiques Fair to use their tables LM

Risk Assessment Clerk

Parking arrangements event clashes with White Dolphins Swimming Gala check
 with Hobart Clerk

Sponsorship/Fundraising/Raffle Task Group: **Led by GM**

More help is needed, chase Councillors Clerk

8. **To note the Finance Report**

9. **Items for a future agenda**

10. **Dates of future meetings**

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|-------------------|------------------|
| 24 July 2024 | 27 November 2024 |
| 25 September 2024 | |
| 23 October 2024 | |