

Minutes of the Events Committee held on Wednesday 19 June 2024, 8.00 pm in the Hollies

Present: Chairman - Cllr Liz Marsham (LM), Cllr Julie Appleby (JA) and Committee Member Carol Webb (CW).

In Attendance: Jo Leonard (AAO), Emily Curtis (Clerk) and three members of the public; Joanne Jackson (JJ), Lynn Starman (LS) and Rosalind Moore (RM).

Absent: None.

Agenda

- Welcome and meeting etiquette. Note if anyone wishes to record the meeting**
The Chair welcomed everyone, no one wished to record the meeting.
- To receive any apologies for absence and consider accepting them**
Apologies have been received and **approved** from Georgina Mitchell, Jane Hale and Sam Bailey.
- To receive declarations of interest for items on the agenda and to consider any requests for dispensations**
None.
- To approve as a correct record, the minutes of the meeting held on the 29 May 2024**
The minutes were **approved** and signed by the Chair for the file.
- Public Forum**
None.
- To review the proposed layout of the event and running order of the entertainment**
The map was discussed, LM will remeasure the field to check dimensions are correct. Map will go back to the office and be marked up with stall holders who have confirmed
Action: AAO/Clerk
Bouncy Castle forms have not been received. **Action:** AAO/Clerk to chase.
Action: LM to contact Antiques Fare for permission to use their tables.
- To receive an update from the Task Groups**

Food & Beverage Task Group:

To review the list of food and drink stalls

It was noted which food vendors had confirmed. Chase emails were sent today for those who have not made payment.

Led by GM

LM

Entertainment Task Group:

To ensure that all performers have received details of their performances

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

Dog Show:

Led by JP

To review the overall arrangements for the dog show.....JP

People can register online for dog show. 8 classes with maximum of 10 dogs per class, followed by a best in show. Rosettes will be given for 1st, 2nd, 3rd in all classes. The Swan have kindly sponsored the dog show, a sign with their logo will be displayed. **Action:** JP.

Participants must present their dog show ticket at the LTC tent by 1.00pm

To review the prizes for the dog show JP

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

Arena/Stage

Led by LB

Determine decoration of Playing Field – bunting etc

Bunting needs to be collected from Ann Sadler. **Action:** JA

Action: Clerk to ask LUFC if we can use their hoardings to display the logos of sponsors.

Action: AAO/Clerk Check there are sufficient stakes available to mark out 4 areas, 3 X 10X10 & 1X 15X15.

Organise delivery of the gaze trailer. **Action:** Clerk. Preferred if this is delivered for 8.00am on the day and collected just after 5.00pm.

To discuss advertising the program/running order

Advertising will continue on social media and putting up leaflet, local schools will be asked to send flyers with their newsletter. **Action:** Clerk to send flyer to local schools.

The A frame will be used to display a poster.

LM will create a map with the running order and logos and programme on the back.

Action: 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. **Action:** LTC Councillors

To confirm the arrangements for the circus workshops

Everything is in place, they will provide 2 displays at 12.15 & 16.00, in between they will run the workshop.

Entertainment - Wildlife.

Led by CW

To confirm the arrangements for the wildlife area

Everything is in order CW will forward information to the office.

LTC stalls

Led by TBC

To discuss a map for the event

LM to create.

To receive a list of confirmed stalls

Discussed those that have confirmed.

Have stall holders received confirmations and info about the day (pdf for their SM)

Confirmed.

To confirm if the medieval boat will be attending

Confirmed.

To confirm if the Loddon's fire engine will be attending

Confirmed, needs to be sited so that a clear exit can be available at all times.

Advertising & Marketing Task Group:

Led by Council – Clerk

To discuss arrangements for advertising the event

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

General Logistics & Health & Safety:

Led by Council – AAO

Contact Antiques Fair to use their tables

JH

Chased by LM

Risk Assessment

In hand. **Action:** Clerk

Marshal arrangements

Confirmed.

Parking arrangements

Previously confirmed but now aware that the event clashes with White Dolphins

Swimming Gala. **Action:** Clerk to check with Hobart.

Portaloo Toilet arrangements

Confirmed by phone.

Sponsorship/Fundraising/Raffle Task Group:

Led by GM

To review the raffle prize list

Thanks to JA and local business for superb raffle prizes.

Agree rota for advance selling of raffle tickets

Agreed:

21 June - LS & RM

22 June - JJ & JA

23 June - JP & LM

28 June

29 June - CW

30 June

5 July - CW

More help is needed, **Action:** Clerk to chase Councillors

To agree the sale price of the Loddon tea towels

250 have been ordered. Sale price of £5.00 agreed. Artist has been paid £150 for the design. Proof is expected shortly.

To review the sponsorship received

Sponsorship has been received from Minimum World, The Swan, Allens Cadge and Gilbert, Youngs. Sponsorship expected from Musker McIntyre, Loddon Garden & DIY and Starkings and Watsons.

To review the arrangements for the stage sponsorship

Discussed previously under Arena/Stage.

JJ left @ 21.25

8. To note the Finance Report

Noted.

9. Items for a future agenda

None.

10. Dates of future meetings

Please note changes to dates & extra meeting.

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

Action	Person Responsible
Remeasure the field to check dimensions are correct	LM
Bouncy Castle forms have not been received	AAO/Clerk
Contact Antiques Fayre for permission to use their tables	LM
Mark map with confirmed vendors	AAO/Clerk
Send email addresses of entertainers to office	LM
Pick up the dog show prizes	SB
Bunting needs to be collected from Ann Sadler	JA
Organise delivery of the gaze trailer	Clerk
Ask LUFC if we can use their hoardings	Clerk
Check there are sufficient stakes available	AAO/Clerk
Send flyer to local schools	Clerk
Create a map	LM
Forward information to the office	CW
Create a first draft of the map and running order	LM
Risk Assessment	Clerk
Parking arrangements clash at Hobart	Clerk
Chase Councillors to sell raffle tickets	Clerk
Create sign for dog show for Loddon Swan as main sponsor	JP
Commitment to run stalls	LTC councillors