

Minutes of the Events Committee held on Wednesday 3 July 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), Emily Curtis (Clerk) and three members of the public; Lynn Starman (LS), Val Counter (VC) and Rosalind Moore (RM).

Absent: None.

Minutes

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 have been received and **approved** from Georgina Riley.
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 19 June 2024**
The Minutes were **approved** and signed by the Chair for the file.
5. **Public Forum**
CW requested that NCC are contacted in future prior to the roadside nature reserve is trimmed to accommodate the fete banner.
6. **Review the proposed layout of the event and running order of the entertainment**
Map was updated by the office with stall holders who have confirmed
Completed
Bouncy Castle forms have been received.
The Antiques Fair have given permission to use their tables.
LM has revised the layout and a curved stall layout is preferred.
LM will be greeting stall holders in the car park and allocating them their space.
LTC stalls:
Raffle, Perfectly Placed bags for sale (£3), Loddon tea towels (£5) & dog show registration.
Teddy bear tombola – Jo Sinfield has offered to help run a stall - (3 for £1)
Tombola – JA (50p/ 5 for £2)
Tin Can Alley – NH (3 for £1)
Stick Game - RM (50p/3 for £1) prizes: lolly or bottle of Prime.
7. **To receive an update from the Task Groups**

Food & Beverage Task Group:**Led by GM**

The Jub Hub will not be providing a BBQ. Action: RM will try to find another BBQ.

Entertainment Task Group:

Entertainers have been contacted with the running order and fete details. The Chet Valley Voices will be unable to perform. **Action:** AAO to attempt to contact The Loddon Band.

Dog Show:**Led by JP**

The Swan's LUFC banner will be displayed as they have sponsored the dog show.

Dog show prizes have been collected.

Sam B

20 tickets out of 80 slots have been purchased on the dog show website.

Arena/Stage**Led by LM**

The bunting has been collected. Rope has also been purchased for the arenas.

LUFC will provide sponsor hoardings to display

Additional stakes have been purchased and marked for the arenas.

Gaze trailer delivery and collection has been organised..

Flyer's have been sent to the local schools.

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

Straw bales will be delivered on the day of the fete.

Kids Entertainment**Led by LM****To review the stalls and volunteers running them**

LTC Councillors have committed to run the LTC stall.

Two Councillors from Chedgrave have also kindly offered to help on the day.

Entertainment - Wildlife.**Led by CW**

CW

Completed

The Chet Boat will now not be available.

LTC stalls**Led by TBC****Advertising & Marketing Task Group:****Led by Council – Clerk****General Logistics & Health & Safety:****Led by Council – AAO**

Risk Assessment sent to SAG, LTC insurer and St John's Ambulance.

Hobart has confirmed that the parking at the Hobarts High School clashes with the White Dolphins Swimming Gala.

LTC booked the car park in February 2024 but there will be a clash.

The tennis club and Rik Balfour have agreed to help load the PA system for delivery to the site.

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

8. **To note the Finance Report**
Noted.
9. **Items for a future agenda**
None.
10. **Dates of future meetings**

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

Action	Person Responsible
Try to find another BBQ.	RM
Reply to The Loddon Band.	AAO