



**MINUTES OF THE MEETING OF**  
**The Community Events Group**  
**Monday 25 July 2022 6.45pm**  
**Loose Pavilion, King George V Playing Field.**

**Taking part:** Peter Rigby (PR), Tony Oliver (TO), Tom Oliver (TomO), Pat Excell(PE), Roz Turner(RT).

**Also present:** Nicky Bourne (Deputy Clerk) (NB) who took the minutes.

**1. Apologies for absence**

Apologies were received from Joanna Miles and Beryl Gibson.

**2. Chairman's welcome and introductions for the benefit of new and existing members**

PR welcomed everyone and introduced Roz Turner standing in for Beryl Gibson.

**3. To receive any declarations of pecuniary interest on items in the agenda**

In accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest (*as agreed by LPC 21 Jan 13*)

PR's company Antrix are involved with the programme, so he will complete the necessary forms.

**4. To discuss and update the Action List (created from the 13 June 2022 meeting), for the 2022 Loose Fete, to include the following aspects:**

**a. Fete Programme**

PR shared the draft programme. Nellsar requires 2 weeks to print and then we need to allow time for delivery to 2000+ homes in the Parish and North Loose. NB to chase an enquiry where we have not yet received payment and also to check if the First Aid company would like space.

**b. Advertising and Sponsorship**

There is a drop in the number of advertisements in the programme, but NB has approached previous advertisers and included sponsorship and advertising in the Facebook post. NB to do a push on social media. Hydro Tech Services sponsorship could be allocated to First Aid. The poster features the sponsors but more would always be welcomed if anyone has any contacts.

The list of addresses for Wards boards has been given to their office. The sponsorship amount is currently unknown.

**c. Publicity including banner and boards**

Posters have been produced and some are up in various places e.g. Boughton Parade. Banners have been cleaned and the date altered. Bernard Hill is making the new date for the boards. Will need to plan getting these put up once complete, hopefully in their usual locations if the viaduct road closure issue is resolved (NB and Caretaker?).

**d. MBC Application and feedback**

The application has been submitted and all comments must be made by 3 August. We have a new medical checklist to complete and are currently seeking clarification having been told we need to apply for a Street Traders licence. NB has researched and is currently in communication with the licensing team.

**e. First Aid and Health & Safety**

As agreed at the last LPC meeting, external First Aid will be purchased. There has been a change in regulations and First Aid at Work qualifications are no longer valid to treat at a public event. A local company approached LPC and will provide 2 responders and an ambulance base for £150. NB to check whether they wish to have programme space.

**f. Provisional timetable for fete week and allocation of responsibilities**

PR will put together a list of required roles so we can circulate and recruit to get them filled. He will put together a time frame for the morning events. When Shaylers arrive earlier in the week they will need to be reminded not to spread out as far as last year as the fete has now returned.

**g. Dog Show**

JM was unable to be at the meeting but advises most things are in hand. PR has created certificates and is awaiting JM's preferred choice. PR to check what publicity is required e.g posters and programme content. Rosettes are still to be ordered (NB to contact JM for numbers). JM will also need to provide a list of any other requirements eg a gazebo?

**h. Arena Events**

The Tuneless Choir have agreed to perform 1.30-2.00pm. Performance location needs consideration.

**i. Refreshments and Bar**

RT confirmed everything is in hand for the refreshments. They may need to bring some things into the Pavilion Friday evening. NB to check if this can work around Boxercise hire (7.30-8.30pm). The Walnut Tree have agreed to run the bar and NB is making the TEN application. PR will contact Eloise for any specific requirements.

**j. Stallholders**

NB has approached previous stallholders and advertised on social media. Awaiting a couple of expected applications but need to continue to advertise availability.

**k. Raffle and Tombola**

Tom O confirmed he is happy to run the tombola but requested a more secure space for the prizes. PR and TO explained this has already been considered. Prize storage was discussed and items can be delivered to NB or brought to the meeting on 22 August to be stored in the cleared out filing cabinets. TO will sort the Sun Kee prize if a letter can be prepared by NB. More tombola prizes needed. AR will put out publicity before the next Community Coffee morning to ask for donations.

**l. Public address system**

PR to make contact and find out the cost.

**m. Fete Opening**

The official opening time is 1.00pm.

**5. To discuss budgets / spend / income for Events**

KO requires a list of potential costs/purchases as they need to be approved by LPC.

Known amounts so far: First Aid (£150), TEN License (£21). Amounts to be advised: PA system; field marker paint x 3 cans; rosettes. JM to advise of anything else required. NB/KO to purchase field paint.

**6. Any Other Business**

None

**7. Date of Next Meeting – 22 August 7.30pm**

Meeting closed at 7.30pm.