



**MINUTES OF THE MEETING OF**  
**The Community Events Group**  
**Monday 28 March 2022**  
**Loose Pavilion, King George V Playing Field.**

**Taking part:** Peter Rigby (PR), Tony Oliver (TO), Joanna Miles (JM)

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

**1. Apologies for absence**

Apologies were received from Beryl Gibson (BG), Pat Excell and Tom Oliver.

**2. Chairman's welcome and explanation of the role of the Community Events Group**

PR welcomed everyone. All present were familiar with the role of the group as had been involved in previous meetings or with previous fetes.

**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 explained the need for declarations of pecuniary interest. It is likely PR's company Antrix will be involved with the programme, so he will complete the necessary forms at that time.

**4. Group introductions for the benefit of new and existing members**

PR thanked JM for attending and offering to organise the dog show.

**5. Election of Chair and Vice Chair**

Due to the low number present, this item was deferred to the next meeting

**6. To discuss and update the Action List (created from the September 2021 meeting), for the 2022 Loose Fete, to include the following aspects:**

**a. Fete Programme**

PR explained that Nellsar have previously published 2000 programmes free of charge which are then distributed to local residents through doors. The programme provides a source of income from the selling of advertising space. All present agreed that a physical programme reaches and attracts a wider age range of residents than just an electronic format shared via social media. The numbered programmes are also useful as they can give an indication of whereabouts in the Parish, residents are attending from. There is still a need to approach Nellsar regarding sponsorship and printing of the programme. There may be a need to reduce the size of the programme to save publication costs.

The theme was discussed and agreed as “70 glorious years!” tied in with the Queen’s Platinum jubilee whilst remaining wide open for creativity.

**b. Publicity including banner and boards**

PR has contacted Bernard Hill who did the artwork on the boards previously. He is able to adapt them to change the date if required. The banner should be in the store cupboard and can be altered so it shows the correct date, or a new one could be sought. NB to look for prices of a new banner.

**c. Dog Show**

JM shared her ideas to increase revenue which include naming classes after a sponsor. She would like there to be more inclusion, and is hoping to involve assistance dogs. JM is going to approach local dog trainers regarding a demonstration of dog obedience and will approach dog toy suppliers for prizes. She will donate some dog grooming. A judge still needs to be found. NB shared previous documentation on the dog show with JM if any use.

**d. Games**

No further developments and deferred to a later meeting. VG has agreed, if available, to assist with games as she has organised these in the past.

**e. Arena Events**

The potential arena events are now a dog display (either obedience or agility), and a Zumba demonstration.

Vintage cars – JM has potential contacts and will research whether a local resident would display some of his car collection.

**f. Refreshments and Bar**

BG has confirmed everything is OK with the church volunteers for providing light refreshments. She cannot confirm if we can have use of the second marquee until after Easter.

TO is continuing to try to contact Musket Brewery. They are doing other local events but not responding to him. Other suggestions included Turners cider, the Walnut Tree pub or the Swan.

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

JM is a qualified First Aider and additionally has dog first aid qualifications. TO has researched a course to renew his expired qualification. By the next meeting the MBC document will need to be started to satisfy health and safety requirements.

**h. Stallholders**

Plot fees for commercial individuals and businesses were discussed and agreed at £25, with a deadline date of 24 July. For charities / community groups the charge will be £12. If they want to be included on the website, they will be charged an additional £3 totalling £15.

The letter to stall holders was reviewed. Shaylers need to be approached about providing a prize for best themed stall. Lists of previous stall holders had been located.

**i. Raffle and Tombola**

JM will ask all her contacts about sponsoring dog classes or donating a raffle prize. All to seek raffle prizes. A list of previous donations exists so some businesses could be approached again.

**j. Advertising and Sponsorship**

Previous lists have been located and nearer the time it was agreed to approach some companies/individuals. PR has been in touch with Ward & Partners about producing their mock For Sale boards that advertise the fete and it will need to be approved by head office. A new sponsor has come forward to PR but it remains undecided where this money will go. The individual is interested in sponsoring the beer tent.

PR clarified that sponsorship can be directly linked to a specific item e.g. Ward & Partners boards, Nellsar programme printing, Albany Funerals gave £50 which was used to purchase the hamper prize for the lucky programme. In return they get mentioned in the programme and on the website.

JM raised discussion about whether some sponsorship should be invested to enhance raffle prizes, making them more attractive and setting up means to pre-sell tickets (via a local business like the Walnut Tree). In the event of bad weather, there would still be some income. \*\* Post meeting, PR has advised there appear to be additional regulations and restrictions setting up a raffle with advance sales so this might need re-consideration.

It is intended that the raffle will be run in a bigger marquee that is more secure, alongside the tombola and lucky programme. Prizes need to be showcased, but secure after a theft a previous year.

**k. Public address system**

This remains unresolved. David Stevens is still awaiting operation and his son is unavailable on the date. Pam Stevens is keen to do the compering, but David is waiting to see if he can find a sound engineer competent to use his equipment. It was agreed that a good compere is needed to keep the fete going, publicise and highlight events etc. The school seems to have access to a good public address system for their fete so JM agreed to make enquiries in case an alternative needs to be found.

**l. Fete Opening**

No further action at this time. As before – booked from 12:00 to 13:00 with the Mayor's Office through the official channels, whoever the Mayor may be at the time.

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

No further specific discussion although some items above will require a budget.

**8. Any Other Business**

None

**9. Date of Next Meeting – TBA**

Meeting closed at 21:50