



**MINUTES OF THE MEETING OF**  
**The Community Events Group**  
**Monday 22 August 2022 7.30pm**  
**Loose Pavilion, King George V Playing Field.**

**Taking part:** Peter Rigby (PR), Tom Oliver (TomO), Pat Excell (PE), Anne Rigby (AR), Joanna Miles (JM) and Beryl Gibson (BG).

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

**1. Apologies for absence**

Apologies were received from Tony Oliver (TO).

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

PR welcomed everyone. No introductions were required.

**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 declared a pecuniary interest at the last full LPC meeting which is covered by existing dispensation paperwork held by the Office.

**4. To discuss and update the Action List (created from the 25 July 2022 meeting), for the 2022 Loose Fete, to include the following aspects:**

**a. Fete Programme and delivery schedule**

Since the last meeting, the programme was finalised and sent to Nellsar, and 1600 printed copies arrived last week. These have been distributed to our volunteers, and many have been delivered already. The delivery area includes the whole Parish and roads in North Loose closest to the KGVPF. 200 have been retained for the day. There is a link to download a programme on the fete website, and social media will be used to publicise further, to try to reach the surrounding neighbourhood that will not receive a programme.

**b. Provisional timetable for fete week**

PR shared the provisional timetable for fete day and timings were considered.

**c. Allocation of roles and responsibilities to volunteers**

PR shared the list of roles required and suggested names are in brackets – these can change. Early jobs (from 8.30am) include the risk assessment (VG/TO), marking out the stall pitches (TO/PR), putting up the marquees/gazebos and marking out the car park and access route (TO/VG/NB/AR/KO/Caretaker and possibly helped by Shaylers).

NLRA will provide a car park team – ideally 2 on the gate/start of the field and one in the car park (PE). PR will have various roles/overall event management (including meeting the Mayor, liaison with stall holders, Brass cars and First aid, bin monitoring).

The raffle, lucky programme registration and the tombola will be spread between the green gazebo and adjacent white marquee, currently with a ticket selling team of EL, JC and Tom O (although Tom not available until 1pm).

Dog show will require a marquee set up, 2 desks and 4 chairs for entries and one table with the prizes inside the arena. JM will oversee set up and greet the judge.

KO and NB likely to float between areas as required to assist set up, running and covering if people need breaks. KO will oversee finance / collect and secure money as necessary.  
All to help shut down – Caretaker will also return to assist.

**d. Dog Show**

JM advised most things are in hand. She has been in communication with the judge, and also his wife, who has suggested ideas for the gift.

She showed the trophies for Champion (and reserve, second reserve) and young handler.

It was agreed to purchase rosettes for 1<sup>st</sup>-3<sup>rd</sup> place x 8 classes (NB to order)

PR to produce certificates for 1<sup>st</sup>-3<sup>rd</sup> place x 8 classes. JM is making goody bags and will provide a dog biscuit for all participants. JM will provide water bowls.

Discussed the entry process and admin required. AR and NB to produce registration forms and necessary paperwork for recording results as JM is going away.

Gazebo is required - AR and PR to supply the 3<sup>rd</sup> gazebo but it will need transporting from their home.

Table and 4 chairs – 4 helpers in the gazebo will sign up 2 classes each (a popular one with a less popular one). Maximum entries likely to be 20.

Other requirements – dog poo bags and disinfectant. Office to source.

**e. Further publicity including posters and social media**

The banners have been cleaned, the date altered and they are now up in KGV car park and on the school fence. Bernard Hill made a new date number for the boards. This was added and the boards erected on the village green and top of Old Loose Hill (south).

Posters have been produced and are up in various places. Contact PR if know of any further places to advertise with a poster.

The website is up to date and interactive. The LPC facebook is posting information regularly and sharing with local groups. PR has contacted local publications such as What's On and Kent Online. The Wards boards are up across the area.

**f. Raffle and Tombola**

Prizes have already been donated are being stored securely. There are a number from Community Coffee Morning. TO has obtained the Sun Kee prize. AR is following up with Sainsburys, and possibly Dominos. Any further tombola prizes welcomed and can be delivered to AR or NB, or people can contact the office on [office@loose-pc.gov.uk](mailto:office@loose-pc.gov.uk)

Prizes were discussed. The prize for the lucky programme is currently a mystery, but likely to be a £50 gift voucher (hopefully sponsored by Sainsburys). Raffle prizes include a pub meal, spa hamper, sweet hamper), Sun Kee meal and a Goldfish tank. A number of stall holders have donated prizes. NB/AR to collate a list.

Lucky programme registration will be written on raffle tickets. These, and main raffle tickets need to record a phone number to be able to contact the winners.

**g. Refreshments and Bar**

PR has met with Eloise at the Walnut Tree and she is intending to set up the bar close to their wall. They feel this will be easier for them to manage and re-stock. They will bring over some furniture. Food will not be available in the park – but the pub would still be open for food as normal. Payments are being made on their site and the income is being kept separate, so they can provide a cut. This has been agreed with Shepherd Neame.

They will provide signage as they will be a little more tucked away. The TEN licence has been obtained. This leaves the whole Pavilion hall free for the Church refreshments. There are no hirers in the Pavilion on Friday 2 September if the hall is required for set up, or if people wish to deliver anything on site.

**h. Arena Events**

The Tuneless Choir will perform 2.45-3.15pm, near to the Pavilion, as it was felt that their sound would get lost out on the field. Temptation Alley for dogs has now been removed. 2 Brass Cars will arrive at

12.00 and be on show until approximately 2.30pm, when they will need to leave for a wedding show, so they need to be located with easy access to exit. 2 sites were reviewed (the corner by the younger children's play area, or between the Pavilion and the fitness equipment). Both are close to the exit. JM to contact the owner with the choices and to ask about security required, if roping off is required and whether a chauffeur will remain with the vehicles.

**i. Stallholders**

A number of late enquiries have been made, and a couple have dropped out, but the number will be about 20. PR shared the first draft of the stallholder plan and asked those present to review and flag any issues. There is some space between stalls currently to give flexibility.

**j. MBC Application and feedback**

There has been limited feedback on the event application, including a request to complete the medical checklist. NB did so, with reference to Tech Medical Services. They have also produced their own very comprehensive document, and both have been uploaded to the Event App.

Having tried to seek clarification after being told a Street Traders licence was required, we were told to make an application, but request fees are waived due to the nature of the event. The process would take at least 21 days, which we do not have. The decision on waiving fees would be made by Kent Police, the Ward Councillor (Sue Grigg) and the Parish Council! NB contacted Boughton Monchelsea fete group and they were not required to apply for a licence but did charge a small entry fee. The matter was discussed but the timescale is now too short to make an application.

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

Tech Medical Services will be providing 2 responders and an ambulance base. They have completed a comprehensive 31-page Event Medical Plan, which has been uploaded to our MBC application.

NB has contacted Kent Fire Service in case they can provide any advice or fire risk notices/posters that could be displayed if the field remains as dry as present.

**l. Advertising and Sponsorship**

The programme had a reduction in advertising, hence the smaller print run of 1600. Sponsorship has been received from Hydro Tech Services which will be allocated to First Aid (Tech Medical Services), with the balance to the raffle prize. Thirty Wards boards are now in place and Nellsar produced the programmes.

**m. Public address system**

After confusion with an incorrect quotation, the cost of the public address system had been accepted. Pam Stephens and her son Matt will attend on the day.

**n. Fete Opening**

PE reported that she had seen the Mayor and he knew he was coming. The official opening time is 1.25pm. PR will meet him and there will be parking available in the Pavilion car park.

**o. Any other aspect**

NB explained that the Office will drop a note round to the 2 new residents at 1 and 3 Hope cottages to make them aware of increased traffic into the park and the noise from the funfair.

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

The budget document produced by KO was given to PR and NB/AR have been recording income and expenditure but most income will be on the day.

**6. Any Other Business**

None

**7. Date of Next Meeting – 26 September 7.30pm**

Meeting closed at 9.30pm.