

DPC - meeting report form

GROUP 6 SPECIAL PROJECT - PLATINUM JUBILEE EVENT - WORKING GROUP MEETING 14/2/22

Topic	Progress to date	Action Required	Action owner	Action required completion date
Attendees : Jonathan Smith Gill Neville Steve Mole Sheila Beeton Sandra Williams Emily James Apologises: Ann Fletcher				
Report by CH 17.2.22				

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1. Event Details				
1.1 Day and time?	Agreed to now hold on Sunday 5/6/22	Develop programme of acts once availability confirmed.	JS/GN	
1.2 general theme	Picnic in the park with live music, children's entertainment, food and drink outlets. 50's theme.			

2. Activities 2.1 Live Music	Confirmed provisional availability with “ Infirm “ Also now confirmed “fox wiggles” and “sass”. JS speaking to an agent joogleberrys regarding other acts.	DJ also now confirmed. Will possibly be 45mins slots with 30 min break between.	JS /GN	Ongoing
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2.2 children’s entertainment	Possible acts to consider: Punch and Judy, Magician, balloon modelling, small children’s rides / stall	Look at availability and cost. Gill to talk to school PTA	GN	No contact back from PTA Will try again after half term.
2.3 adult sports	Decided to ignore for now			
2.4 Film Society	Film society have offered to show colour film of Queen’s coronation	Consider film society offer Ask them to organise	JS	May take place on another day
3. Food and Drink	Provisional ideas listed			

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<p>3.1 Alcohol outlets Pimms, beer, wine</p>	<p>JS has spoken to Sports club. They are interested to participate. Will look at providing beer sales. Venue could be used for food sales i.e. afternoon tea if wet. GN/JS spoken to Marlborough. They are interested to consider PIMMS tent in particular. AF spoken to Sun. They are not interested GN spoken to Prettyfields not interested SM approached Boat house not interested. SB spoken to Tea Room, . SW spoken to craft centre cafe, they were keen to participate until heard about Tea room. Now not interested.</p>	<p>Follow up businesses and firm up what can be provided. Consider licensing requirements</p>	<p>It was agreed that councillors would approach local businesses as follows using JHS proforma:</p> <p>Marlborough -GN / JS Sun -AF not interested Prettyfields -GN not interested Old bakery - GN/JS to contact regarding teas Boat House – SM not interested Tea Room - SB not now some confusion Craft centre cafe – SW will see if she can change their mind. Sports club - JS</p>	<p>JS/GN will follow up with Marlborough.</p> <p>Old Bakery for teas GN will follow up</p> <p>Butchers – EJ will book hog roast</p> <p>Sports Club JS to confirm beer etc</p> <p>JS to follow up with Sports Club re licencing etc</p>

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3.2 Food vendors Consider burgers, ice cream, hog roast, vegan / vegetarian options, afternoon tea, candy floss	Ditto	Firm up as above	Ditto above actions. AF will look into mobile vendors.	Hog roast to be booked by EJ
3.2. Hay Bales for seating	This was suggested instead of chairs around the field	Availability of bales	SB to follow up and find bales available	Ongoing
<u>4. Infrastructure and general services</u>				
4.1 Layout plan	None	Develop layout plan for staging, tents, vendors, picnic areas etc	GN	Ongoing
4.2 Staging for entertainment	Band shop have been booked for stage, lights and sound quotation for approx £6000.	Booked and deposit paid	JS	JS To contact electrician
4.3 lighting	Ditto	Consider power requirements and consult electrician	JS	Ongoing
4.4 sound /public address system	Ditto	Ditto	JS	Ongoing

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4.4 Waste collection and disposal	CBC can supply bins and empty the next day. Black bin liners will also be passed round during the event	Approach CBC for booking	SM	Book bins
4.5 Tents / marquee Wet weather provision	None	Consider using Duchy Barn as wet weather venue. SM to check with Colin and vendors re wet weather covers	SM	
4.6 fencing, signage	None			
4.7 Chairs and tables	May change to bales if available			Ongoing
4.8 crowd control and H&S requirements	TH will speak to contacts regarding this	Talk to CBC	JHS to follow up	Ongoing
4.9 decoration / bunting	GN to look at suppliers on internet for street and field	GN to research availability and cost	GN	Ongoing
4.10 Additional toilets	SM will talk to contact regarding extra toilets at far end of field near sports club	SM to find out availability and costs	SM	Ongoing

5. Event Management				
5.1 Event manager /coordinator	Decided not necessary at this stage			
5.2 purchasing / bookings/orders	Staging, bands, DJ booked vendors on going	Follow up confirmation of bookings	All to update	Ongoing

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5.3 licensing and other necessary approvals	JS has a contact a CBC	Follow up on Contact Talk to church and send letter to DPCC	JS	Chase 15/2/22
5.4 insurance	Insurance cover checked and confirm as sufficient	Email confirmation has been received and circulated to cllrs	CH	Completed and given back to JS
5.5 health and safety	None	Talk to St Johns ambulance	AF	Ongoing
5.6 Budget and financial control	None	Produce budget for approval	JS/PH	Meeting arranged to discuss with WG1
5.7 security	Provisional discussion by TH to his contacts		SM	Ongoing dependant on licence and figures
5.8 Funding	Budget agreed by council.	Consider other sources such as grants	SB	Ongoing and budget agreed

6.0 Marketing	None	Consider requirements. Address implications of advertising and encouraging large numbers Stress no BBQ Keep it low key for locals only?	GN	Agreed to look at another meeting
7.0 Next meeting		Monday 7 th March in Duchy Barn before DPC meeting 5:30pm		