

DPC - meeting report form

GROUP 6 SPECIAL PROJECT - PLATINUM JUBILEE EVENT - WORKING GROUP MEETING 20/01/22

Topic	Progress todote	Action Required	Action owner	Action required completion date
<p>Attendees : Jonathan Smith Gill Neville Emily James Steve Mole Ann Fletcher Sheila Beeton Sandra Williams</p> <p>Apologises:</p>				
<p>Report by JHS 30/01/22</p>				

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<u>1. Event Details</u>				
1.1 Day and time ?	Official platinum weekend is 2/6/22 -6/6/22 Big lunch designated as Sunday 5/6/22 Agreed to now hold on 5/6/22			
1.2 general theme	Picnic in the park with live music , children's entertainment , food and drink outlets. 50's theme .			
<u>2. Activities</u>				
2.1 Live Music	Confirmed provisional availability with " Infirm "	Consider other acts such as wiggles and sass and tallulah good times (as recommended by church WW1 celebrations committee / JS) and check availability and cost of acts .	JS /GN	

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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 .		
2.3 adult sports	Decided to ignore for now	Consider feasibility and benefits		
2.4 Film Society	Film society have offered to show colour film of queens coronation	Consider film society offer		
<u>3. Food and Drink</u>	Provisional ideas listed			

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3.1 Alcohol outlets	Pimms tent ? Sports pavilion ?	Consider providers such as local wine companies , pubs , sports club . Consider licensing requirements	It was agreed that councillors would approach local businesses as follows using JHS proforma : Marlborough -GN / JS Sun -AF Prettyfields -GN Old bakery - GN/JS Boat House - SM Tea Room - SB Craft centre cafe - SW Sports club - JS Butchers - EJ	
3.2 Food vendors	Consider burgers , ice cream , hog roast , vegan / vegetarian options , afternoon tea , candy floss	Look at mobile vendors cost and availability . Approach local businesses	Ditto above actions	
<u>4. Infrastructure and general services</u>				
4.1 Layout plan		Develop layout plan for staging , tents , vendors , picnic areas etc	GN	

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4.2 Staging for entertainment		Consider requirements , availability , providers and cost	JS	
4.3 lighting		Ditto		
4.4 sound /public address system		Ditto		
4.4 Waste collection and disposal		Ditto		
4.5 Tents / marquee Wet weather provision		Ditto.		
4.6 fencing , signage		Ditto .		
4.7 Chairs and tables		Ditto		
4.8 crowd control and H&S requirements		Ditto		
4.9 decoration / bunting		Ditto		

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5. Event Management				
5.1 Event manager /co-ordinator		Consider “employing” dedicated person		
5.2 purchasing / bookings/orders		Look at individuals and necessary procedures , formal orders etc		
5.3 licensing		Consider requirements . Talk to CBC	JS	
5.4 insurance		Ditto		
5.5 health and safety		Ditto		
5.6 Budget and financial control		Produce budget for approval		
6.0 Marketing		Consider requirements . Address implications of advertising and encouraging large numbers		
7.0 Next meeting		31/1/22 at 5pm in Duchy Barn		

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