

Queens Platinum Jubilee Planning Meeting (Platinum Jubilee events to take place on June 2nd 2022)

Wednesday 19th January 2022 meeting held at The Bell Little Addington @ 8pm

Attendee's	Lorraine Brown	Chair
	Paul Dollimore	Vice-Chair
	Chris Johnson	GA Parish Council
	Theresa Pane	GA Parish Council
	Joe Powell	
	Barry Goodey	
	Jean Goodey	
	Maureen Keech	
	Brian Bruce	
	James Cocks	
	Michelle Drinkall	
	Dorothy Maxwell	North Northamptonshire Council
Apologies	John and Val Bilson	
	Ann White	

Minutes of the previous meeting were used to progress the current meeting. The meeting went on to discuss a range of issues, summarised below.

Marketing and Advertising

Effective and appropriately timed advertising and communication to the local populace and businesses was crucial to achieve a good varied event and large attendance. Joe Powell produced a draft with some ideas. Lorraine to circulate to the committee for feedback within 2 weeks to enable a final version to be submitted for the next meeting. and possible plan of action for the next meeting. It was stressed that a final version of the completed document be submitted ASAP as the fact that the document is not yet completed will delay planned visits to local businesses to seek funding for the event. The graphic design company that Joe has identified will produce the Jubilee Celebration publicity document either for free or for a small cost.

Action Joe Powell

Fire, Police, and Insurer

Paul Dollimore informed the meeting that police and fire services, as well as insurers had been notified of the event. The limit imposed by the insurers is a maximum of 600 attendees. It was considered essential that notifications to the fire service, police and insurance company were held on file. Paul agreed to continue liaison as necessary and ensure appropriate paper work was available (e.g. a risk assessment).