

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

Wednesday 23rd February 2022 meeting held at The Bell Little Addington @ 8pm

Attendee's	Lorraine Brown	Chair
	Paul Dollimore	Vice-Chair
	Chris Johnson	GA Parish Council
	Helen Hoir	GA Parish Council
	Wendy Pidd	GA Parish Council
	Kate Miller	
	Joe Powell	
	Anne White	
	Jean Goodey	
	Brian Bruce	
	James Cocks	
	Michelle Drinkall	
	Ken Broadhurst	
	Tanya Sturgess	
	Dorothy Maxwell	North Northamptonshire Council

Apologies Barry Goodey,

Minutes of the previous meeting were discussed and updates given. The meeting went on to discuss a range of issues, summarised below.

Marketing and Advertising

A lot of emphasis is being placed on perfecting the 'Jubilee Flyer' which is the main document professionally designed to advertise the forthcoming Queen's Jubilee to be held on 2nd June 2022. The draft Jubilee Flyer was passed round the attendees for comments / discussion and it was well received. However minor changes will be required now that Great Addington has decided to hold an additions sports / games day to be held on the Playing Field between GA and LA on the 4th June 2022. This additional celebration day will offer different events than the events planned for 2nd June on the fields behind The Bell pub in LA. e.g. Tug of War etc. (programme of events yet to be firmed up for both Jubilee Celebration days).

Once the dates / times have been amended on the Jubilee Flyer then we can immediately start fund raising using the Jubilee Flyer, Saints Alive (SA) and other means of communication to spread the word about the various events. Fund raising is required to build a fund to purchase the fireworks.

Action Joe Powell . Lorraine Brown

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 was discussed and the importance of not exceeding the 600 maximum attendees limit applied by our insurer for the event). This requirement started a discussion on crowd control that did not reach a conclusion. i.e. what method of controlling crowd number should be employed? In past events wrist bands have been purchased / distributed and have worked well for crowd control, with the main distribution point for people wishing to attend the Jubilee event was collecting the wrist bands from either 'The Bell' pub or from organisers of the events. However agreement was not reached whether wrist bands or some other form of crowd entry control should be used, so that we comply with the crowd control of numbers of attendees admitted. It was agreed that all ideas for crowd control/ wrist bands to be sent to Lorraine brown for collating and bring in to the next meeting. Further discussion required.

Action All

Fireworks are estimated to be in the region of £2,700. Paul Dollimore to keep James Cocks updated on the cost as James is responsible for Finance

Action Paul Dollimore

James Cocks described his budget required to fund the various events and it is important that James is kept abreast of any proposed expenditure to ensure that we are aware of where the funds are to be raised from. VAT will impact on the budget for some events i.e. some items will be VAT rated and others not

Action James Cocks

Dorothy Maxwell explained that there was still a possibility for some funding to come from NCC, and National Government - ongoing

Action Dorothy Maxwell

Portable loos will be hired. Two loos at each location (i.e. a male and female porta-loos at both locations at a cost of £75 per loo if four loos are hired). We need to

identify what the impact on costs may be in hiring the loos over two event days rather than the original one day. It was agreed that only 2 ports loos will be required

Action Michelle Drinkall

Volunteers for a tidying up operation are required a day following the event

Action ALL

Idea's and Suggestions accepted after consideration at this and previous meetings

There were lots of suggestions for event stalls / activities:-

Idea's and Suggestions 'accepted' for inclusion at this meeting

LA = little Addington / PF = Playing Field

It is intended that the PF jubilee events start time to be confirmed with the LA events starting at 1:00pm until (time yet to be confirmed).

Rounder's (PF) Sunday

5 a side walking football (PF) Sunday

Penalty Shoot-out (PF) Sunday

Welly Wanging (LA) Thursday

The Addington's Bake – Off (cake fit for a Queen competition) involving both vil-
lages

Face Painting (LA)

Plant Stall (Plants 2 Gardens have agreed to host the plant stall) (LA)

Raffle (LA)

Tombola - Adult and Children's (prizes required) (LA)

Dog Show/ Dog Agility (LA)

Tug of War (LA & PF)

Bouncy Castle (LA) must have their own insurance to cover potential accidents to users)

Car Show (from 1.00pm onwards) (LA)

Ice Cream Van (may be used at both the LA field and the PF – timings to be agreed)

Pizza van (LA)

A Salsa dance demonstration / participation (LA)

Tea and Cake stall

Rushden Town Band to play between 5-6pm

The Bell Inn to supply the beverage tent

The Beacon to be lit at 9:15pm and the 'quieter' fireworks to commence at 10p

A best decorated home competition to be held in both villages a couple of days before the Jubilee day.

Bunting will be considered for the villages

Prizes of competitions to be awarded to winners after the brass band has played i.e. just after 6pm.

A female singer from LA (Tracey Barker)to sing at a time yet to be confirmed.

Attendee to be permitted to bring their own gazebos at both (LA & PF)

Action Lorraine Brown

Hog Roast and Pizza Van booked by Joe Powell

Action Joe Powell

It has been agreed Tom Pursglove will light the Beacon. Local TV/ Radio be contacted to see if they could attend. Reverend Richard Coles is not available to light the Beacon.

Action Paul Dollimore/Lorraine Brown

North Northamptonshire Council to be contacted for some additional bins for the event. LB to contact Charlotte at NCC. It is likely that if Michelle Drinkall has sufficient spare wheely bins to offer for the event days then NNC will not be required to supply additional bins

Action Lorraine Brown

Lorraine, Joe and Ken to meet to draw up an event programme for LA. GA are likely to nominate their own event programme

AOB

It was considered important that financial sponsors of the two day events receive a letter thanking contributors.

It was discussed that a moment be sourced for the village children.

Items to be discussed at the next meeting are:-

- Charging policy for entry to the LA events
- Draft programme of events
- Layout of the various activities
- Helpers to erect the marquees the day before the event
- Event Marshalls
- Set- up on the day
- First -aiders (usually supplied by John Bilson and held in the smallest marquee)
- Firework lighters
- Arm bands
- Beacon Lighting
- Fundraising
- Scottish Dancers
- Road Closure
- Risk Assessments and Safety aspects around field i.e electrical cables

It was suggested that we consider inviting children from the village to give their ideas on what events they would like on the day.

It was suggested that we consider charging for pitches- this was dismissed.

There was a discussion on which church or charity would benefit from which events (yet to be finalised)

Date and Time of the next Meeting

March 23rd - 8pm at The Bell

Note