

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

Wednesday 23rd March 2022 @ 8pm
Held at The Bell

Attendee's
Lorraine Brown Chair
Paul Dollimore Vice- Chair
Kate Miller
James Cocks
Michelle Drinkall
Tanya Sturgess
Maureen Keach
Helen Flint-Hill
Paul Shanks

Apologies
Chris Johnson GA Parish Council
Helen Hoir GA Parish Council
Wendy Pidd GA Parish Council
Joe Powell
Anne White
Jean & Barry Goodey
Brian Bruce
Ken Broadhurst
John & Val Bilson
Dorothy Maxwell North Northamptonshire Council

The minutes of the previous meeting were discussed and updates given. Updates as follows:-

- Marketing/ Advert flyer has been tweaked to reflect there are 2 events over the jubilee weekend. Poster has been passed to Joe Powell and needed asap to market event. **J Powell**
- Fire /Police / Insurance have all been notified, there is an insurance limit of 600 attendees.
- Fireworks all in hand

- NCC funding, Dorothy Maxwell to update at the next meeting
D Maxwell
- Volunteers for the occasion and after the event to be discussed at the next meeting
Note
- Tom Pursglove will be in attendance to light the Beacon. **Note**
- Singer Tracey Barker has been confirmed to sing
Note
- Following discussions it was agreed that The Bell provide a paid refreshments service and the public would not be expected to bring their own drinks. **Note**
- Dustbins will be supplied by Michelle Drinkall. **Note**
- **Actions from this meeting**
 - **Charging policy** it was agreed that the event during the day will be free of Charge.
 - Entry after 7 pm will be charged with people issued with an identification wristband or ticket.
 - The field will be cleared before 6:15pm to allow the evening event to proceed.
 - The evening event will commence at 7pm via ticket only, (after the band and before the disco). Tickets will be available at a cost of £3:00 per adult, children between 5-16 will be £1:00.
 - Tickets will be available from the chairperson, The Bell, and one other person to be identified within GA. **Note**
 - **Funding** when marketing poster is available local businesses, will be approached for donations. Such donations to be advertised in some form at the event.
 - **Programme** the meeting discussed the draft programme of events, minor amendments required. Lorraine Brown to amend and bring to the next meeting.
 - It was agreed that programs would be available for purchase and sold for 50p each.

- **Church Liaison** Little Addington Church to ask Great Addington Church if they would like to host any events.
Kate Miller / Tanya Sturgess / LB for programme
- **Raffle** The Addington's raffle tickets to go on sale before the event to ensure fundraising maximised.
- **Ice Cream** van may not be able to attend Sunday in Great Addington. Maureen Keach and Michelle Drinkall to confirm at the next meeting. **MK/MD**
- **Playing Field layout** Lorraine has spoken with John Bilson and it has been agreed that John, Lorraine and Joe will meet with John to discuss and agree the layout of the field. **JP/LB/JP**
- **Risk Assessment and Safety** Suitable and sufficient risk assessments to be produced for all activities and in particular the firework display..Paul Dollimore to circulate previous risk assessments to the group for appraisal and any possible changes. **PD**
- **Finances** budget expected to be around £4,000. Deposit for the Pizza van is refundable. 3rd party insurance fwill be required for Hog Roast /Bouncy Castle etc, **Note**
- **Fire extinguishers** as detailed in the risk assessment/s suitable fire fighting equipment eg fire buckets, extinguishers and blankets will need to be required and suitably positioned. Including suitable signage. Paul Dollimore to arrange. **PD**
- **Future agenda** items such as marquee erection, set up on the day, first aiders, event marshalls, firework lighters, beacon lighters, finish time of the event, clearing up Marshalls to be on the agenda for each meeting going forward. **LB**
- **AOB**
 - Paul Dolliomore has notified local tv and radio
 - Donations required for Tombola prizes and children's tombola to be given to Maureen Keach and Michell Drinkall
 - LB to ask Laura Mitchell to put details of the event on The Addington's facebook page in an attractive manor.

- LB to speak with Chris Johnson to understand what is happening on the Sunday in the playing field
- The best dressed house frontage or garden in each village, (theme of Queens Jubilee celebration) to be judged on 31st May. Tanya Sturgess to ask Father John if he will judge the event.

Date of Next Meeting Wednesday 13th April 2022 in The Bell @ 8pm

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