

Corringham Jubilee Working Group – Meeting notes

01/04/2022

Present: Robynne Casswell, Sue Wilson, Scotty Wilson Jemma Stanser, Diane Semley

Apologies: Jonathan Stanser

1. General

What	Action/note	Who by when
Health & Safety	Risk assessment to be finalised now site visit is complete. To be circulated and updated as necessary	Ongoing DS
Finance	Current estimated spend stands at £4,783 with actual commitment of £2,146.60 to date. Estimated income including Parish Council funds, sponsorship, nominal ticket and raffle sales and including £91.93 VAT stands at £7,041.93	
Publicity	Social media campaign is underway. First of cut out Queens has arrived and is to be used to start community photo campaign. Posters have been printed and need laminating and putting up around the villages. A5 flyers have been printed – one with information on Saturday afternoon and evening events. Second with Raffle and Best dressed House competition information. These to be phase in over coming weeks. Other flyers required for Sunday Street party on confirmation of road closure and details and ticket purchase mechanism. Children's Fancy dress needs publicising	RC ALL All – next meeting
Other	DS to put a list together of prizes required for events and suggest suitable prizes. To be circulated For clarification: the function is open to anyone, tickets are only required for food.	DS

2. Saturday 4th June – Daytime

Parish Party on Village recreation ground.

What	Action/note	Who by when
Site visit	Site visit took place and hazards were noted. Placement of marquee was finalised together with interim positions for other elements. Site plan to be drawn up Questions over allowing dogs on field was asked. Needs clarification from PC Signage will be required	DS & JemS JoS All – next meeting
Power supply	A discussion was had re power supply to the bar and entertainment marquee. The distance from the potential supply to the marquee site was measured. It was ascertained that the distance was too far so the decision was taken to hire a generator. Cost £103 plus VAT. Scotty has a generator he is willing to loan for the tea tent.	ScW

	Scotty to ask Phil Beat if we could borrow transformers if required	ScW
Catering	<p>Awaiting invoice from Victoria Ewliss for burgers</p> <p>Awaiting confirmation of available quantity for sausages from Redhill Farm</p> <p>Co-op are sending through vouchers to be used in store, value not yet confirmed</p> <p>Sarah Blades to confirmed Val will make scones/cakes for afternoon. Need to liaise with her re ingredient requirement</p> <p>List of foodstuffs required to be sent to Sue & Scotty for pricing up at Bookers</p> <p>Tina needs access to Village Hall on Saturday morning to finish cupcakes. RC to assist</p>	<p>JemS to chase</p> <p>JemS to chase</p> <p>DS</p> <p>DS to SuW/ScW</p>
Bar	Awaiting response from WLDC licencing re licences required.	DS to call Tracy at WLDC
Equipment	<p>Marquee now ordered</p> <p>Toilets ordered. These to be sited on hard standing in school area and access to school playground cordoned off.</p> <p>Village Hall confirmed use of tables and chairs</p> <p>Paper plates & cups required</p> <p>Village Hall to be asked if we can borrow their metal tea Pots</p> <p>School to be asked if we can borrow their picnic benches</p> <p>PC to be asked if we can use the picnic table in the pond area</p> <p>Refrigeration for BBQ & Cream teas food required</p>	<p>DS – ASAP</p> <p>DS</p> <p>ScW</p> <p>JemS</p> <p>JoS</p>
Field	Grass to be cut week running up to event	DS to Parish Council
Entertainment	<p>Need to publicise availability of stalls for locals.</p> <p>Val to be asked if she wants to man a second day of Arts & Craft show at the event.</p> <p>Bouncy Castle/slid to be sourced</p>	<p>RC</p> <p>DS</p> <p>DS</p>
Decorations	<p>Flags to be purchased for Children</p> <p>Balloons and bunting required</p>	DS
Raffle	<p>Raffle tickets required.</p> <p>List of raffle prizes is steadily growing. Some excellent prizes on offer.</p> <p>Awaiting response from Tracy at WLDC re licence</p>	<p>RC</p> <p>DS to call Tracy at WLDC</p>
Tickets	<p>Vista print to be explored for tickets.</p> <p>Becketts, Village Hall, Garage to be asked if they would be willing to sell tickets on our behalf</p> <p>Flyer needed with order form for ticket orders</p>	<p>All</p> <p>RC/DS</p>
First Aid	<p>Scotty has a Fist Aid kit he is willing to loan</p> <p>TA to be asked if we can borrow a cot bed</p> <p>Small marquee has been allocated</p>	JemS

3. Saturday 4th June - Evening
Fancy Dress in Beckett Arms

What	Action/note	Who by when
Ongoing	Meeting to be arranged month before to finalise all details	
Fancy Dress	Becketts to asked if bar staff will act as judges for fancy dress	All – at next meeting
Entertainment	Awaiting response from Tracy at WLDC re licence	DS to call Tracy at WLDC

4. Sunday 5th June – Noon to 4pm
Street Party

What	Action/note	Who by when
Health & Safety	Responses to street closure and any required Street closure to be arranged subject to outcome Village hall confirmed hall is available in case of adverse weather subject to numbers being adhered to. Tables and chairs from Village Hall are available.	RC to contact Clerk RC
Decorations	U Scotty has bunting from Village Hall Decorations from Saturday to be used	
Raffle	Raffle to be drawn on day	TBC

5. Bank Holiday Weekend
Best Dressed House Competition

What	Action/note	Who by when
Publicity	Leaflets are printed and ready to go subject to raffle licence.	
Prizes	Ideas for prizes to be compiled and circulated.	DS

6. AOB:

Village Hall have confirmed all discussed at meeting on 31st March – see attached

Next Meeting of working Group: 20th April Beckett Arms – 7.30pm

Queen's Platinum Jubilee

Meeting of Jubilee Working Group and representatives from Village Hall committee

31/02/2023 @ 7.30pm In the Village Hall

31.3.2022

1. Jonathan welcomed everyone to the meeting and thanked all for coming out on a cold evening.
2. Present: For Village Hall – Jo Simms, Trish Hardwick
Working Group – Scotty Wilkinson, Diane Semley, Jonathan Stanser, Jemma Stanser, Robynne Casswell
Apologies: Sue Wilkinson
3. Village Hall availability
 - a. The large hall at the Village Hall should be available to us on the Sunday should the weather be inclement. This will be subject to numbers not exceeding 200. Scotty Wilkinson has agreed to be responsible for managing this and the Village Hall representatives were happy with this. Trish to speak to members of the Village Hall committee and confirm this.
 - b. The main hall is available on the Saturday for storage and preparation etc.
 - c. The kitchen is available on both the Saturday and Sunday subject to someone being present who holds a current food safety certificate. The Village Hall were assured the relevant certificates are in place.
 - d. A £50 refundable deposit has been agreed against cleaning. The Jubilee Working Group are to ensure the hall, toilets, kitchen and any other areas used are fully cleaned.
 - e. The Village Hall confirmed that there was no further charge for use of the premises for which they were thanked.
4. To discuss and formalise involvement by Village Hall:
 - a. Involvement in activities
The Village Hall representatives present confirmed that they were fully involved with celebrations at the Church (although they were unable to confirm what these celebrations may entail) so could not be involved in the events planned by the Parish Council. They were asked if other members of the Village Hall committee would be interested in being involved but the representatives present felt they would not be interested.
 - b. Saturday Arts & Crafts exhibition:
The Village Hall was asked if they wanted to host their Arts & Crafts exhibition for a second day on the Saturday afternoon event. Trish and Jo stated that, as they would both be involved in the church festivities, they would not be available to participate in an exhibition. They suggested asking Val if she wanted to take responsibility for the exhibition on the Saturday.
 - c. Provision of Village Hall equipment:

Village Hall agreed to the loan of their plastic chairs (approx 90 are available)

Village Hall agreed to use of their long tables on the Sunday (9 or 10 available). Use of them on the Saturday is subject to the Arts & Crafts exhibition being dismantled. The Working Group offered to help with any dismantling of art & craft exhibition as required. The Village Hall representatives to report back re loan of tea urn.
Bunting stored at Village Hall is available to be used.
It was agreed that, should the use of electricity be required, a meter reading would be taken before and after use and the appropriate charges made.

5. Any other business

The Village Hall mentioned they were planning to hold a Jubilee Quiz on the Monday prior to the Jubilee weekend. The Working Group offered to help promote this as part of the overall promotional activities. Any promotional materials to be sent through to Robynne Casswell.

Jonathan commented that members of the working group would be available to help the Church with their celebrations wherever possible, and suggested working towards co-ordinating timings to help with the flow of people to all activities at the differing venues. Jo and Trish will pass this onto Paul Howitt-Cowan (church warden).
It was highlighted that although previous approaches to Paul (albeit informal ones made by individuals) regarding working together in this manner had not yielded any response, the working group would be very keen to reiterate these sentiments in a more formal manner.

The Village Hall was asked if people could be allowed use the Village Hall carpark on the Saturday. Representatives to put to the rest of the committee and report back.

Trish is to ask at coffee morning if they would allow raffle tickets to be sold at the café.

Trish agreed to contact the other members of the committee that evening, by email, with outstanding decisions and report back to Jonathan with responses as soon as possible.

The Village Hall representatives agreed that no further meeting was necessary and any other matters could be settled via email.