

# Corringham Jubilee Team – Meeting notes

04/02/2022

**Present:** Scotty Wilson, Sue Wilson, Jemma Stanser, Jonathan Stanser, Diane Semley

**Apologies:** Robynne Casswell

## 1. General

What	Action/note	Who by when
<b>Health &amp; Safety</b>	Risk assessments required	DS to speak to Clerk
	Insurers need to be informed	DS to speak to Clerk
<b>Finance</b>	Budget needs preparing	DS – next meeting
	Grant application	DS – next meeting
	Spending protocol needs to be arranged with RFO & Clerk	DS – next meeting
<b>Publicity</b>	Planned publicity programme needs to be agreed covering all mediums.	All – at next meeting
	Leaflets, flyers, banners etc need to be sourced	

## 2. Saturday 4th June – Daytime

### Parish Party on Village recreation ground.

What	Action/note	Who by when
<b>Health &amp; Safety</b>	First aid tent with first aid kit to be set up.	On the day – kit to be sourced
	Approach St Johns for manning	JonS
	DS to ask her daughter (first aid trained )	DS
<b>Timings</b>	Opening time & set up times to be agreed	All – Next meeting
<b>Catering</b>	Victoria Elwess to be approached re burgers & Redhill Farm re sausages	JemS & JonS by next meeting
	Firm commitment needed from Matthew re cooking	JonS – by next meeting
	Approach Co-op for food vouchers for bread buns etc	
	Speak to Village Hall re organising and running tea tent. Suggest cream teas and or afternoon tea or cakes. We will supply all ingredients. Firm decision needed.	DS → ScW – by next meeting
	Ingredients for cream/afternoon tea	SueW & ScW – by next meeting
		TBC
<b>Bar</b>	Becketts to do bar, details to be finalised including licence.	SueW & ScW – at next meeting
<b>Equipment</b>	Marquees required. Sourcing from several lenders. Numbers, sizes and solid commitment needed.	JemS & JonS
	Toilets required	DS – ASAP
	Games need to be checked, cleaned/paint	
	Bales required for seating	All – May
	Tables & benches required for bar and parishioners.	RC
		RC

	Cleaning required Generators required (check requirement vs sizes) Charcoal needed Fuel required for generators Table roll	All – nearer the date ScW & DS TBC TBC DS
<b>Field</b>	Grass to be cut week running up to event Speak to school re access to their field for storage/placement of generators	DS to Parish Council JemS & JonS
<b>Entertainment</b>	Local singer booked for whole day @ cost of £500 – Requirements? Willingham Band to play – Requirements? Children's Fancy Dress Children's Games. DS to speak to Sarah Blades re organising. Prizes required	JonS  JonS On flyer DS
<b>Transportation</b>	Required for tables, chairs, toilets etc	TBC – nearer the date
<b>Decorations</b>	Union Flag bunting etc from Village Hall required Union flag based flags, plates etc required	ScW & SueW DS
<b>Raffle</b>	Raffle prizes to be advertised prior and on display during the day with tickets sold for draw on the Sunday. List of prizes to be compiled and cost of tickets to be decided. Raffle tickets required	On leaflet nearer date  All – next meeting  DS

### 3. Saturday 4<sup>th</sup> June - Evening Fancy Dress in Beckett Arms

<b>What</b>	<b>Action/note</b>	<b>Who by when</b>
<b>Timings</b>	Opening time & set up times to be agreed with Becketts Liaise with Becketts over opening or private party	All – at next meeting All – at next meeting
<b>Catering &amp; Bar</b>	Free catering to be supplied by Becketts	SueW & ScW
<b>Decorations</b>	Liaise with Becketts re supply of Union/ Jubilee based decorations and setting up	All – at next meeting
<b>Fancy Dress</b>	Theme to be Red, White & Blue. Prizes required & publicity	All – at next meeting
<b>Entertainment</b>	Liaise with Becketts re entertainer & requirements	All – at next meeting
<b>Auction</b>	Liaise with Becketts over auction. Details of auction lots to be advertised and prior bid acceptance Auctioneer required	All – at next meeting TBC  DS to speak to SBlades
<b>Money Tree</b>	To be organised on the night. All proceeds to be paid out.	SueW & ScW

#### 4. Tractor Run

What	Action/note	Who by when
Event	Discussion needed with Sarah Blades re efficacy of tractor run in light of changes to red diesel regulations prior to organising this event.	DS – by next meeting

#### 5. Sunday 5<sup>th</sup> June – Noon to ?? Street Party

What	Action/note	Who by when
Health & Safety	Street Closure required. Local residents in effected area to be contacted and local farmer consulted.	RC All – at next meeting
Timings	Opening time agreed as 12 noon with set up from 10am. Times to be agreed	All – at next meeting
Catering	Bring your own. Inform through leaflets.	All – at next meeting
Equipment	Village Hall required in case of bad weather & for toilets. Tables & benches required Cleaning & covering required	ScW & SueW RC All – nearer the date
Transportation	Required for tables, chairs, toilets etc	TBC – nearer the date
Decorations	Union Flag bunting etc from Village Hall required Union flags, decorations and plates etc required	ScW & SueW DS
Raffle	Raffle to be drawn on day	TBC

#### 6. Bank Holiday Weekend Best Dressed House Competition

What	Action/note	Who by when
Publicity	To all houses in the Villages of Corringham & Aisby. Agree theme	All – at next meeting
Judging	Before Sunday lunch for award of prizes at Street Party	All – Nearer the date

Next Meeting: 18<sup>th</sup> February – Beckett Arms – 7.30pm