

Corringham Jubilee Team – Meeting notes

25/02/2022

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

Apologies: None

1. General

| What | Action/note | Who by when |
|----------------------------|---|-------------------------------|
| Health & Safety | Risk assessments required Clerk we are covered by insurance for Saturday & Sunday events assuming risk assessments are in place. Additional insurance would be required for Tractor run. | DS by next meeting |
| Finance | Budget needs updating as and when prices recieved Grant application All spending to go though Clerk where possible. Where not possible expenses claim form will need to be completed | All ASAP DS – next meeting |
| Publicity | FB page and posts to start asap Piece to be included in next Parish newsletter Posters required for Notice boards Liaise with Clerk re website | RC DS RC RC |
| Other | Sarah Blades to supply rosettes and sashes for winners of various competitions. Prizes required for winners. Packs of sweets for all children. Flags for all children | DS – SB DS DS DS |

2. Saturday 4th June – Daytime

Parish Party on Village recreation ground.

| What | Action/note | Who by when |
|----------------------------|--|--|
| Health & Safety | Finalise dates and costs with St Johns ambulance | JonS |
| Timings | Festivities to begin 12 noon Singer first set 1pm to 2pm Children's Fancy Dress 2pm Willoughton band 2.30 to 3/3.30 Singer 2 nd set 3/3.30 to 4 Close 4/30 to 5 Children's games ongoing throughout the day | JonS to confirm JonS to confirm JonS to confirm DS to confirm with S Blades |
| Catering | Victoria Elwess to supply burgers @ £1 per Uncle Henry's to supply sausages @ £200 per 300 Cost of bread rolls etc to be explored. Uncle Henry's can supply at £1.40 for 6 with 15% discount. Co-op, Tesco and Morrisons currently being canvased. | tentJemS to order JemS to order SueW & ScW – by next meeting JoS |

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| | <p>Matthew ok for cooking – currently building new BBQ. Timing to be confirmed.</p> <p>Village Hall are happy for us to have the halls & Kitchen FOC with a £50 returnable deposit. WE will be responsible for cleaning down and for managing the numbers in the respective halls.</p> <p>Person holding food hygiene certificate must be present if kitchen is being used.</p> <p>They have declined the offer of being involved in the making of any food goods.</p> <p>Sarah Blades to be asked if she will speak to Val be making scones and additional cakes for afternoon tea.</p> <p>Need to know if they are willing to run the Afternoon tea</p> <p>Tina (Becketts) to supply red, white & blue cup cakes x 250 for £100.</p> <p>Booker account/card required</p> | <p>ScW – by next meeting</p> <p>DS</p> <p>ScW & SueW</p> |
| Bar | Becketts to do bar, details to be finalised including licence. | All - next meeting |
| Equipment | <p>Marquees size & costs to be confirmed</p> <p>Marquees to be borrowed from:</p> <p>School 2 x 3mx 3m</p> <p>J & J Stanser 1 x 6m & 1 x 3m</p> <p>Wilson's 1 x 3m</p> <p>Price for 2 x Toilets £160 +VAT price for 3 & 4 to be sought</p> <p>Games Ok, no need for repainting</p> <p>RC confirmed bales available for seating</p> <p>RC confirmed 3 long table available – no seating</p> <p>Tables & benches required from Village hall</p> <p>ScW has a generator required. School, Phil Beat & Adrian & Jane to be approached re use of electricity supply.</p> | <p>JemS & JonS</p> <p>DS – ASAP</p> <p>DS</p> <p>ScW & SueW</p> <p>ScW, SueW, JoS & JemS</p> |
| Field | <p>Grass to be cut week running up to event</p> <p>School are happy for us to use their rear play area for storage/ placements. Need to organise dropping off of toilets with school.</p> | <p>DS to Parish Council</p> <p>JemS & JonS</p> |
| Entertainment | <p>Local singer confirmed for whole day @ cost of £500</p> <p>Entertainment license required</p> <p>Willingham Band confirmed to play</p> <p>Children's Fancy Dress – Red, white & blue theme</p> <p>Sarah Blades is happy to organise children's games</p> <p>Stalls to be offered FOC to people living or working in the parish.</p> <p>Village hall to be asked if they would like to hold their craft show at the event</p> | <p>DS by next meeting</p> <p>On publicity</p> <p>On publicity</p> <p>ScW & SueW</p> |
| Transportation | Required for tables, chairs, toilets etc | RC |
| Decorations | <p>Union Flag bunting etc from Village Hall required</p> <p>Union flag based flags, plates etc required</p> | <p>ScW & SueW</p> <p>DS</p> |
| Raffle | List of raffle prizes required for publicity | SuW |

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| | One free raffle ticket to be given out with tickets. More raffle tickets available to buy at £1 per strip. Raffle tickets required | DS |
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3. Saturday 4th June - Evening Fancy Dress in Beckett Arms

| What | Action/note | Who by when |
|----------------|--|--|
| Who | Representative from Becketts required at next meeting | |
| Timings | 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 |
| Catering & Bar | Free catering to be supplied by Becketts | All – at next meeting |
| Decorations | Liaise with Becketts re supply of Union/ Jubilee based decorations and setting up | All – at next meeting |
| Fancy Dress | Theme to be Red, White & Blue. Prizes required & publicity | All – at next meeting |
| Entertainment | Entertainer as per the afternoon. Set Times to be agreed. | All – at next meeting |
| Auction | Liaise with Becketts over auction. Details of auction lots to be advertised and prior bid acceptance Gwen's son to be asked to be auctioneer | All – at next meeting TBC DS - SB |
| Money Tree | To be organised on the night. All proceeds to be paid out. | SueW & ScW |

4. Tractor Run

| What | Action/note | Who by when |
|-------|---|-------------|
| Event | Cancelled due to issues over red diesel and insurance | |

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

| What | Action/note | Who by when |
|-----------------|--|--|
| Health & Safety | Street Closure required – Poplar Lane to School corner. Closure required from 11am until 5pm. Matthew Fieldson is ok with road closure Letter to be sent to all residents of Middle Street that will be affected. | RC RC |
| Timings | Festivities to start 12 noon and end 4pm. | 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. Bring your own seats Tables & seats required Cleaning & covering required | ScW & SueW On Publicity All All – nearer the date |
| Transportation | Required for tables, chairs, toilets etc | All on the day |
| 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 |
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| 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. S Blades to form judging party. | All – Nearer the date |

Next Meeting: 11th March – Beckett Arms – 7.30pm