



MINUTES of a **Meeting** of the **Queen's Platinum Jubilee Working Group** held on **Tuesday 26th April 2022** at **19:30**, via Zoom.

Present Mrs Sallie Baker, Chair (Winterton Hall Management Committee); Cllr. Doug Brown; Mrs Emma Pearce (IFRA/PAKSA/Guides); Mrs Jane Price (Durfold Wood Residents Association); Mrs Bev Weddell (Winterton Hall Management Committee); Mrs Nicola Holben (Plaistow Preschool) and Catherine Nutting (Clerk & RFO)

Apologies Cllr. Sophie Capsey; Sara Burrell (History Society); Mrs Janice Taylor (Kirdford with Plaistow and Ifold Church); Cllr. Jerusha Glavin and Cllr. David Ribbens (Scouts and Guides representative)

1. **Apologies for absence & housekeeping including electing a Working Group Chair**
Apologies were received and noted.

2. **Declaration of interests by Working Group members in matters on the Agenda**
The meeting was advised that any member of the Working Group with either a financial interest or other interest in a matter on the agenda, which could give rise to a conflict of interest, must declare it.

None declared.

3. **Minutes**
The Working Group approved the Minutes of the meeting held on 12th April 2022.

Action:
Clerk

4. **Beacon Event, 02.06.2022**

- The beacon build is in progress.
- Beacon to be located on the upper green, by the soldier.
- The **Plaistow Village Trust** (PVT) will support the fuelling/lighting.
- **Jane Price** has sourced a CD of music and will make song suggestions for the community singing in due course. Once a selection on songs have been agreed, Jane Price will produce the song sheets.
- **Clerk** to draft a letter to the Scouts/Guides setting out the details of both events (2nd & 5th), including timings, venue, activities e.g., raising the flag etc to be handed out to parents.
- Town Crier outfit to be worn at the event by **Howard Pullen**.
- **Bev Weddell** to design poster.

Action:
See names in bold type

Timings

- 8pm – Working Group members arrive to set up.
- Arrival of public from 8:30pm. Drinks to be served by members of the Working Group; background music via the PA System.
- 9pm, community ‘sing along’ led by Howard Pullen.
- 9:30pm, formal tribute and toast led by Guest of Honour and Scouts/Guides, followed by the lighting of the beacon.

Requirements

- Offer tribute drafting support / make copy of speech, 1 week before.
- **Working Group Members** to support litter check on the green on 02nd June.
- Check PA system will reach from pavilion to silent soldier.
- Tables and chairs from the Winterton Hall
- Paper cups – **Jane Price** and **Clerk**.

Refreshments

- Red / white wine and prosecco on sale or return basis (same alcohol order as 5th June – **Winterton Hall Management Committee**) and non-alcoholic Elderflower.
- 30 – 50 people for 1 hour.

5. **Community Picnic Event, 5th June**

10 – 11:30am	Kelsey Hall including Classic Cars	IFRA understands the location of the cars on the upper green. IFRA are organising route marshals.
12:30 – 13:00	Church service	Happy to conduct service as directed by the Working Group.
13:00	Guest of Honour arrival with Scout & Guide support.	Julie Walters is unavailable. Clerk to write to David Ribbens in recognition of his service to the community. Clerk to write to Scouts and Guides (see above).
13:00	VIP area, including table service, cake, and flowers.	Guides to serve guests. Sallie Baker has table clothes. Jane Price & Clerk to source/purchase napkins/paper plates & cups.

Action:
See names in bold type

		<p>Jane Price & Sallie Baker to make table flower decorations from jam jars with red/white/blue garden flowers.</p> <p>Bev Weddell to ask for extra (x20) cupcakes or Victoria sponge cake.</p> <p>Bev Weddell & Sallie Baker to organise sale or return drinks including glasses hire for VIP area.</p> <p>Clerk to send out VIP invitation letters to over 90s, including RSVP.</p> <p>Sallie Baker to undertake Winterton Hall table audit. Nicola Holben has some tables if required.</p> <p>Emma Pearce to organise Youth Club artwork to decorate VIP area.</p>
14:15 – 15:15	Band	<p>Emma Pearce to chase invoice & feedback re set list. Pavilion has new power supply.</p>
15:00 – 17:00	Street food vendors including ice-cream	<p>Winterton Hall carpark.</p> <p>Jane Price to touch base with ice-cream vendor.</p> <p>Clerk to chase Craig to enquire if he intends to attend the afternoon event?</p>
14:00 – 17:00	Refreshments in the Winterton Hall	<p>Bev Weddell to source card payment system. Card payment available.</p> <p>Donations, with suggested price list.</p>
All day	Bar including volunteers / TENS	<p>Sell bottles only (not by the glass).</p> <p>Bev Weddell to add 'bring own cups' to advertising poster.</p> <p>Supply of emergency paper cups.</p> <p>Pimms – to be decided nearer time, based on weather.</p>
15:15 – 15:45	Quiz	<p>Pre prepared questions available – 'help yourself' basis.</p> <p>Doug Brown to give answers on PA system between band sets.</p> <p>Clerk to put quiz up on website in advance (no answers until after event).</p>

All day	Flower display	Janice Taylor to find out when the display will be set up.
13:00	Fancy Dress competition	Publicise after the Maypole Fete on 02.05.2022 Nicola Holben to draft a poster Clerk to send to school (book bags) & laminate for school bus shelters / shops and add to Facebook. Children to support David Ribbens to judge and hand out two prizes (Jubilee Bears).
14:00 – 14:15 & 14:30 – 14:45	Handbells	In Winterton Hall. Janice Taylor to update group.
All day	History display	Clerk to touch base with Sara Burrell for an update.
All day	Town Crier	Costume arrives Tuesday 31st May and will be worn on 2nd and 5th.
	Bouncy Castle	Cancelled
All day	Find the Corgis	Clerk to touch base with Youth Club for an update.
12:00 – 17:00	Road Closure	Clerk to chase - application approval pending.
	Parking, including marshals & signs	Layby, opposite shop reserved for First Aid Disabled parking – along the road (ensure emergency and residential access). Emma Pearce to ask if the school car park can be used. Good signage to ensure both car parks are used.
	Publicity including banners	After maypole fete (02.05.2022). IFRA & Emma Pearce - A5 flyers Emma Pearce to send information regarding Kelsey Hall morning to Clerk for publication in E-Newsletter.

		<p>Bev Weddell to send Emma Pearce the final itinerary including beacon information for A5 flyer.</p> <p>Bev Weddell - series of Facebook ads.</p> <p>Sallie Baker to organise banners x2.</p>
	Site meeting update	Bev Weddell produced a site map for planning use.
	Eco decorations	<p>Jane Price and Clerk to purchase paper decorations - £12.99 from Amazon - buy one pack initially to see what they are like.</p> <p>Nicola Holben to contribute £40 for lantern pack.</p> <p>Clerk to purchase.</p> <p>Lanterns to be hung from trees.</p> <p>Lots of bunting available.</p>

6. **Volunteer roles**

The meeting agreed to defer to another meeting where there is more time to discuss this matter properly. A list of requirements is being compiled by Sallie Baker.

Action:
Clerk &
Sallie
Baker

7. **Fundraising**

The meeting agreed to defer to next meeting (03.05.2022) which will look at this matter exclusively.

Action:
Clerk

8. **Date of next meeting**

The next meetings will take place on 3rd May 2022, 7:30pm via Zoom.

Action:
Clerk

There being no further business, the meeting concluded at 21:24