



MINUTES of a **Meeting** of the **Queen's Platinum Jubilee Working Group** held on **Monday 9th May 2022** at **19:30**, via Zoom.

Present Mrs Sallie Baker, Chair (Winterton Hall Management Committee); Cllr. Doug Brown; Mrs Jane Price (Durfold Wood Residents Association); Mrs Janice Taylor (Kirdford with Plaistow and Ifold Church); Mr. David Ribbens (Scouts and Guides representative) and Catherine Nutting (Clerk & RFO)

Apologies Mrs Bev Weddell (Winterton Hall Management Committee); Cllr. Jerusha Glavin; Cllr. Sophie Capsey; Mrs Emma Pearce (IFRA/PAKSA/Guides); Sara Burrell (History Society) and Mrs Nicola Holben (Plaistow Preschool)

1. **Apologies for absence & housekeeping**

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 3rd May 2022.

Action:
Clerk

4. **General updates and actions**

Beacon Event on 2nd June

- Mr. Mudford has accepted the invitation as Guest of Honour
- Agreed an official start time of 20:45 (rather than 20:30)
- **Jane Price** to speak to Wendy regarding linking the PA system to a laptop
- Rousing 'sing-along' to well-known songs from across the 70 years of the Queen's reign (before the lighting of the beacon); followed by 2 – 3 patriotic songs after 21:30, once lit.
- **Jane Price** to organise song sheets.

Actions:
See
highlighted
names

Flyer

- A5 flyer. One side Ifold itinerary; the other side Plaistow (pm) itinerary.
- **Bev Weddell** to produce beacon artwork for inclusion on the flyer.
- **Clerk** to ascertain the number of flyers required for local groups (School/Preschools/Scouting groups and Guides/Church).
- **Sallie Baker** to contact Youth Club leader via Whatsapp to ascertain numbers.

Banners

- Agreed 2 more banners required for the beacon event (Plaistow & Ifold) and a further 2 banners advertising both events for Durfold Wood and Shillinglee.
- **Bev Weddell** to produce banner artwork.
- **Sallie Baker** to liaise with the company / order.
- **Sallie Baker** to purchase 12 stakes (2 per banner). These will remain a Parish Council asset to be used in the future (£15 per stake)

Letter to Scouts and Guides

- **Clerk** to contact the Explorer leaders regarding inviting them to provide an official Guard of Honour for the Beacon event on 2nd June. Considering the timing of the event, it was agreed to invite the Explorers who are older.
- **Clerk & Emma Pearce** to write to Scouts and Guides inviting them to attend the Church service on 5th June in uniform (12:15) and to support younger children with some activities the Vicar has planned. Invite them to help welcome the VIPs and serve drinks/cake in the VIP tent after the Church service for up to (but no more than) 1 hour (13:00 – 14:00).

Tables and Chairs

- The Winterton Hall has 90 chairs.
- The Church (Plaistow) has 20 chairs which can be accessed morning of 5th.
- **Janice Taylor** to ask the Handbell Ringers what size / number of tables they require.

Handbell Ringers

- Confirmed that they are happy to perform in the Winterton Hall and have 10 patriotic songs 'lined up'.

Flowers

- The display is likely to be ready by Saturday 4th June inside the Church.

History Society

- **Clerk** to ascertain their space requirements and any outstanding expenses.

Road closure / TENS / Parking

- **Clerk** to chase CDC regarding the road closure & TENS license.
- **Emma Pearce** to ask school if their carpark can be used on 5th.
- **Clerk** to add signs for event parking / road closure / arrows at junctions and board audit to next meeting agenda.

5. **Date of next meeting**

- The next meetings will take place on Thursday 19th May, 19:30 via Zoom

Action:
Clerk

There being no further business, the meeting concluded at 21:23

