



## Coronation Working Group Meeting

NOTES of a Meeting of the Coronation Working Group held on Monday 13<sup>th</sup> March 2023 at 19:30, via Zoom.

**Present** Cllr. Jane Price; Cllr. Sarah Denyer and Catherine Nutting (Clerk & RFO).

### Plan: Children's Coronation party at the Winterton Hall

**Date:** Monday 8<sup>th</sup> May

**Time:** 1:30pm – 4:30pm

**Venue:** Winterton Hall  
Plaistow village green  
Marquees

Hall's capacity limit: *For functions with seating at tables 80 people. For dancing, or for closely seated audience 140 (without stage); 120 (with stage)*

PC has 3 marquees – stored in the pavilion

**Wet weather contingency:** Youth Club building

**Catherine** to check availability with Youth Club & if it can be hired on a 'need only basis'?

Tables and seating under marquees regardless of weather (unless very wet/windy).

**Road closure:** Loxwood Road

Application with CDC

**Parking:** Field opposite village green

Permission granted

**Catherine** to ask WHMC about parking signs

If wet, park along the roads

Keep the front of the hall clear – entertainer / ice-cream van & first aid.

**Agreed budget:** £1,000

Additional £500 grant funding from CDC

**Entertainment:** Magic Marty  
2 – 4 pm

Gold Package - booked.  
£450 – via grant funding

**Games on the Green:** Croquet / Lawn games / Jane to organise  
badminton net

Skittles (in marquee)

Catherine to ask WHMC to borrow their skittles & organise hay bales

Bouncy Assault Course (instead of souvenir) via [Bounce About Sussex](#) (£180)

Catherine to book (check wet weather clause)

Colouring

Sarah to organise

**Photo booth:** ‘DIY’ with own i-phone  
Royal theme

Catherine to ask Stella Ribbens to do artwork  
Jane to find cost of ply board

**Soft drinks and cakes:** Tea /coffee / squash / cakes - to be served outside

Catherine to speak to church to seek cake donations and help to serve drinks.

Jane to make a Union Jack cake

Cash donations to Princes Trust

Jane to make a ‘donation box’, in shape of a crown with a QR code on the front to enable people without cash to donate to the charity.

**Ice-cream:** T&M, Balls Cross  
Event has been ‘pencilled in’.  
Available throughout event.

Jane to chase / confirm booking.  
Parking space for van outside W.Hall during the event.

**Running order:** 13:30 – arrive, eat, play  
14:00– Magic Marty begins  
15:00 – break & cake cutting  
(cakes available thereafter)

15:30 – Plaque unveiling  
16:00 – Magic Marty ends  
16:30 – event officially ends / pack up

<b>Publicity:</b>	<p>Parish News – April &amp; May Sarah to organise editions</p> <p>Posters</p> <ul style="list-style-type: none"> <li>- Plaistow Stores</li> <li>- Ifold Stores</li> <li>- Kirdford Stores</li> <li>- Winterton Hall</li> <li>- Kelsey Hall</li> <li>- 4x noticeboards</li> <li>- Playpark (laminated)</li> </ul> <p>Whole Parish leaflet</p> <p>Website</p> <p>Facebook</p> <p>Organisations</p> <ul style="list-style-type: none"> <li>- School</li> <li>- Preschool</li> <li>- Youth Club</li> <li>- Beavers / Cubs / Brownies / Scouts / Guides</li> </ul>	<p>To cover: -</p> <ul style="list-style-type: none"> <li>• Event highlights</li> <li>• Bring own food</li> <li>• Soft drinks provided</li> <li>• Cash donations to Princes Trust</li> <li>• Kids remain responsibility of adults</li> <li>• Encourage voluntary help</li> <li>• RSVP to Clerk (to keep tabs of numbers)</li> </ul>
<b>Plaque</b>	<p>“Dedicated to His Majesty King Charles III in celebration of his Coronation on 6<sup>th</sup> May 2023”</p>	<p>Catherine to OK wording with full Council (via email) and send agreed wording to Fred Goddard to provide a quote.</p>
<b>Celebrate the work of community volunteers:</b>	<p>Ask local groups to nominate a volunteer champion. All those nominated to be publicly thanked. One nominee chosen at random (name out of a hat) on the day to unveil the tree dedication plaque.</p>	<p>Sarah to consider wording/advertising to local groups</p> <p>Catherine to ask Paul Jordan to make a presentation</p> <p>Catherine to organise flowers for person chosen to unveil plaque</p>
<b>Sound system:</b>	<p>Borrow from Plaistow Pre-School</p>	<p>Confirmed</p>
<b>First Aid:</b>	<p>Required</p>	<p>Jane to contact Team Medic / St Johns Ambulance to get quotes.</p>

<b>Risk Assessment / Insurance:</b>	Required Signage (parking / children to remain responsibility of adult at all times)	<b>Catherine</b> to organise
<b>Voluntary help needed:</b>	Decorate the hall / outside with bunting  Put up / take down marquees & tables/chairs  Drinks service  "Responsible adults" – help for lost children / information  Cakes	<b>Catherine</b> to ask the WHMC / Church / IFRA
<b>Costs:</b>	£1,000 budget adequate Additional £500 from CDC	Magic Marty – £450 (covered by CDC grant) Bouncy assault course - £180 First Aid - Hall hire - Sundries - Plaque - Flowers –

Meeting ended at: 21:55