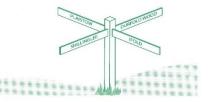
PLAISTOW AND IFOLD PARISH COUNCIL



Coronation Working Group Meeting

NOTES of a Meeting of the Coronation Working Group held on Monday 13th 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 th 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 / badminton net	Jane to organise
	Skittles (in marquee)	Catherine to ask WHMC to borrow their skittles & organise hay bales
	Bouncy Assault Course (instead of souvenir) via <u>Bounce About</u> <u>Sussex</u> (£180)	<mark>Catherine</mark> to book (check wet weather clause)
	Colouring	Sarah to organise
Photo booth:	'DIY' with own i-phone Royal theme	<mark>Catherine</mark> to ask Stella Ribbens to do artwork <mark>Jane</mark> 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.
lce-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

Publicity:	Parish News – April & May editions Posters - Plaistow Stores - Ifold Stores - Kirdford Stores - Winterton Hall - Kelsey Hall - 4x noticeboards - Playpark (laminated)	 Sarah to organise To cover: - Event highlights Bring own food Soft drinks provided Cash donations to Princes Trust Kids remain responsibility of adults Encourage voluntary help RSVP to Clerk (to keep tabs of numbers)
	Website Facebook Organisations - School - Preschool - Youth Club - Beavers / Cubs / Brownies / Scouts / Guides	
Plaque	"Dedicated to His Majesty King Charles III in celebration of his Coronation on 6 th May 2023"	Catherine to OK wording with full Council (via email) and send agreed wording to Fred Goddard to provide a quote.
Celebrate the work of community volunteers:	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.	Sarah to consider wording/advertising to local groups Catherine to ask Paul Jordan to make a presentation Catherine to organise flowers for person chosen to unveil plaque
Sound system:	Borrow from Plaistow Pre-School	Confirmed
First Aid:	Required	Jane to contact Team Medic / St Johns Ambulance to get quotes.

Risk	Required	Catherine to organise
Assessment / Insurance:	Signage (parking / children to remain responsibility of adult at all times)	
Voluntary help needed:	Decorate the hall / outside with bunting	Catherine to ask the WHMC / Church / IFRA
	Put up / take down marquees & tables/chairs	
	Drinks service	
	"Responsible adults" – help for lost children / information	
	Cakes	
Costs:	£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