



MINUTES of a Meeting of the Queen's Platinum Jubilee Working Group held on Thursday 31st March 2022 at 19:30, via Zoom.

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

Apologies Sara Burrell (History Society) and Mrs Janice Taylor (Kirdford with Plaistow and Ifold Church)

Absent Cllr. Angela Jeffery (Working Group Chair) and Cllr. Sophie Capsey.

1. Apologies for absence & housekeeping

Apologies were received and noted. The Working Group appointed Sallie Baker as the meeting Chair.

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 8th March 2022 with one correction, Cllr. Ribbens was in attendance.

Action:
Clerk

4. New Working Group Members

The Working Group welcomed Bev Weddell who will help represent Winterton Hall Management Committee.

5. Jubilee Beacon Event – 2nd June 2022: <https://www.queensjubileebeacons.com>

- Beacon build update

Goddard Engineering Ltd will construct an 8ft tall retractable beacon for £480 (+VAT). The budget was prior approved by full Council on 9th March. Volunteers

Actions:
Nicola
Holben

will be required to fuel the beacon and erect it. It could be heavy and may require prior practice. Correct kindling/wood will need to be sourced.

Jane
Price

Nicola Holben can ask a Preschool parent who is a Fire Officer to support the event.

Sallie
Baker

Jane Price will meet with the Chair of the PVT to agree what, if any, support/involvement they would like to provide the event.

Janice
Taylor

- Choir

The lady who organised the 2019 'pop-up choir' has moved away and the North Singers are already booked. Further information is needed regarding what, if any, involvement the Church choir can offer.

Emma
Pearce

The meeting agreed that those in attendance would enjoy singing well known songs such as Jerusalem, Land of Hope and Glory and the National Anthem. **Jane Price** agreed to prepare a song sheet.

Clerk

- Scout & Guide involvement

The older Scouts/Guides and Explorers are available to attend the event in uniform. They require timing details.

- Event registration

The Clerk formally registered the event on 10.03.2022.

- Event timings

Sunset is 21:09 on 02.06.2022. The meeting agreed to light the beacon at 21:30 to ensure it is ablaze by 21:45 and the event is not too late for participants and guests.

The meeting agreed to ask Mr. Mudford to light the beacon and say a few words. The event guide offers an official Proclamation. In addition, the meeting agreed to ask Mr. Mudford to speak briefly about the Queen's life and reign. This tribute can either be penned by Mr. Mudford himself, or one of the Steering Group. The **Clerk** will formally write to Mr. Mudford. The PA system is available. The **Clerk** will make enquires regarding a bugle player from Christ Hospital School.

- Event advertisement

Deferred to next meeting.

- Event refreshments

The meeting agreed sherry / wine and a non-alcoholic option to formally toast The Queen. Alcohol to be purchased on sale or return basis. Attendees will be asked to

give a charitable donation. A TENs license is not required. Paper cups to be sourced.

6. **Update on preparations and their budgetary requirements:**

Members of the Working Group provided updates on preparations to date:

Actions:

See table for names in bold

<p>Kelsey Hall morning preparations including:</p> <ul style="list-style-type: none"> - Classic cars - Horses - Carriages - Little Acorns 	<p>Update from Sallie Baker & Emma Pearce.</p> <p>To date, no carriages have been identified.</p> <p>Little Acorns Preschool have agreed to provide children's activities at the Kelsey Hall, Ifold between 10:30 – 11:30am.</p> <p>Craig's Coffee Cup will be in attendance.</p> <p>Emma Pearce to find out how many classic cars are booked.</p>
<p>Church service on the green</p>	<p>Email update from Janice Taylor:</p> <p>The Vicar is ready to begin a family-friendly service at 12.15pm.</p> <p>The PA system is available.</p>
<p>Guests of honor including:</p> <ul style="list-style-type: none"> - List - VIP seating area - Table service - Champaign - Cake - Flowers 	<p>Update from Sallie Baker:</p> <p>Sallie Baker to speak with Julie Walters w/c 4th April.</p> <p>The meeting agreed to make the VIP area available to everyone over 80 years. An announcement will be made on the day over the PA System.</p>

	<p>The Clerk to write a general invitation for publication in the Parish News, Newsletter, Facebook, Notice Boards, Shops.</p> <p>It was agreed to issue personal invitations to those over 90. The Clerk will pen the letter and Sallie Baker will confirm the names.</p> <p>Pat Laidlaw has agreed to make a celebration cake for 40 people. Additional cupcakes may be required if numbers exceed 40.</p> <p>The Winterton Hall has enough chairs/tables for both inside the hall and in the VIP marquee.</p> <p>The Wine Group's fair-weather marquee is available for use and can be kept by the Parish for use by the community.</p> <p>Emma Pearce will ask the Guides regarding table service - 'bubbles and cake'.</p>
<p>Live music</p> <ul style="list-style-type: none"> - Power requirements - Space - Deposit - Transferable booking - Set times (to include closing the event at 5pm) 	<p>Emma Pearce to liaise with the Ifold based band Orange to ascertain all outstanding information required.</p>
<p>Ice cream van - T & M Ice-cream from Balls Cross</p>	<p>Update from Jane Price:</p> <p>T & M Ice-cream have confirmed attendance, but ETA may be 3pm.</p> <p>Jane Price to keep in touch.</p>

<p>Street food vendors including Craig's Coffee Cup</p>	<p>Update from Nicola Holben:</p> <p>Willy's Pizza has confirmed attendance. Timings are 12 – 4pm.</p> <p>The meeting agreed that thought needs to be given to the most appropriate parking space for the pizza van.</p> <p>The Clerk to email Craig's Coffee Cup to confirm attendance.</p>
<p>Refreshments and cake in the Winterton Hall</p>	<p>Email update from Janice Taylor confirmed that both IFRA and the Church are progressing this matter with volunteers.</p>
<p>Bar (Including prices and TENS license) - Extra volunteer help</p>	<p>Matters are in train, however more volunteers to man the bar will be needed.</p> <p>The Clerk will apply for an external TENS license for 5th June only.</p>
<p>Quiz (including PA system)</p>	<p>The quiz is in progress.</p> <p>Cllr. Brown needs to know the length of time between the band's sets.</p> <p>Emma Pearce to find out.</p>
<p>Flower display in Church</p>	<p>Church members have offered to put a flower display together within the Church. Sallie Baker to make enquires regarding progress and required budget on 3rd April.</p>
<p>Children's fancy dress and crown competition.</p>	<p>Nicola Holben updated that Little Acorns Preschool will organise the crown competition. Nicola has donated two Buckingham Palace Jubilee bears as prizes for the fancy dress competition winners.</p>

	<p>The King and Queen fancy dress competition to be open to all children and adults (whatever age) to participate.</p> <p>Two winners to be ‘crowned’ and consideration to be given that they ride in a classic car.</p> <p>The guest of honor to judge the competition.</p> <p>Nicola Holben to design a poster for social media and to be sent to other groups e.g., Brownies, Cubs, Beavers, Youth Club etc.</p>
<p>Find the Corgi – organised by the Youth Club</p>	<p>The Youth Club have suggested organising a Find the Corgi competition:</p> <p>Images of corgis to be placed at certain points around the village and the children have a sheet on which they state where they have seen the images. All correct entries will be entered into a draw to win a plush corgi. We will state on the sheet that the images are only in areas that can be accessed via the closed road i.e., green, village hall etc.</p> <p>The meeting agreed this was a lovely idea.</p> <p>The Clerk to notify the Youth Club.</p>
<p>Temporary Road Closure</p>	<p>The application has been made for Sunday 5 June 2022, 12noon – 5pm.</p> <p>Roads to be closed are Loxwood Road, Plaistow Road from j/w Common House Lane and j/w The street and Dunsfold Road.</p>

	<p>The consultation with Police, Highway Authority, bus operators, and other public services concluded on 17th March. The Clerk will chase for the final decision.</p>
<p>Marquees & pavilion use (for band / bar / bell ringers)</p>	<p>Marquees are required for:</p> <ol style="list-style-type: none"> 1. VIP area – Council marquee available 2. Band - Council marquee available 3. Bar – Wine Club marquee available / Sallie Baker’s personal large gazebo <p>No marquee is required for the handbell ringers.</p> <p>The meeting agreed that a large all purpose wet weather marquee should be hired to ensure that there is a contingency if the weather is poor. The meeting agreed to hire a 28ft x 38ft Espree Marquee from Marquee2hire. Jane Price advised that it is a suitable size (90 people), available on 5th June and the cheapest she has found available (£595.00 ex VAT).</p> <p>The Parish Council’s insurance can cover the marquee up to £5,000.</p> <p>Further wet weather contingency includes greater use of the Winterton Hall and Church.</p> <p>Jane Price and Clerk to book marquee.</p> <p>(Nicola Holben left the meeting: 21:04)</p>
<p>Save the date notice</p>	<p>The Clerk will re-publish the notice every 3 weeks on Facebook. It has</p>

	<p>been circulated widely within the community.</p> <p>An updated notice will be designed after then next meeting on 12th April.</p>
<p>Parking</p> <ul style="list-style-type: none"> - car park officials - Parking signage 	<p>Both landowners of land opposite the village green and the Plaistow football field have agreed to their fields being used for parking on 2nd and 5th June.</p> <p>Cllr. Ribbens confirmed that the Scouts and Guides will assist as parking officials. Hi Viz vests to be supplied by the Council.</p> <p>The meeting discussed the likely key parking times: 11:15 – 12:30 and the potential to need parking support throughout the day.</p> <p>The children will be asked to bring their own food/drink.</p> <p>Road / parking signage can be made using Winterton Hall and Council existing signs.</p> <p>The location of disabled parking needs to be considered.</p> <p>Signage, bunting and cones to be used to cordon off the closed roads.</p> <p>Marshalls will be required for the arrival of the Classic cars onto the Green– this will require adult Scout/Guide leaders.</p>
<p>First Aid (2nd & 5th June)</p>	<p>Jane Price confirmed that Team Medic have been booked for both 2nd and 5th June.</p>

<p>PR Community Banners</p> <ul style="list-style-type: none"> - Artwork - Location - Time to order 	<p>Emma Pearce to ask PAKSA / Guides to do some artwork.</p>
<p>Eco decorations (red/white/blue)</p> <ul style="list-style-type: none"> - Pre-event meeting 3rd June ('wine and balls preparation party') 	<p>The meeting previously agreed to avoid unnecessary plastic waste e.g., balloons.</p> <p>The meeting agreed to organise an event soon to see how many 'homemade' decorations can be produced, before committing to purchasing.</p> <p>Bev Weddell to organise.</p> <p>Emma Pearce to organise tissue paper/card material to make decorations.</p> <p>Emma Pearce to speak to Guides, Brownies, and Youth Club about making decorations.</p> <p>Costs to buy pre-made decorations:</p> <p>3x pompoms - £2.50</p> <p>12x pompom and paper lantern (Amazon) - £12.99</p> <p>24 paper lantern - £42.80 R/W/B different sizes</p>
<p>Handbell Ringers</p>	<p>Email update from Janice Taylor:</p> <p>The handbells have offered a smaller group to play inside the Church. They will play for 15 mins with a 5-10 min break and then resume playing for another 15 mins. They will do about 5 patriotic pieces.</p>

	The exact timings of the handbells will be determined at the next meeting on 12th April.
History Society	The History Society will organise a display of the Parish throughout the Queen's 70-year reign within the Church. They will need a modest budget for display materials.
Master of Ceremonies (Including costume hire)	Howard Pullen has agreed to participate. Sallie Baker has hired a Town Crier costume.
Bouncy Castle	No further update. The meeting agreed that it requires, in writing, that they are booked and will staff and insure the bouncy castle. The Clerk to speak to Cllrs. Jeffery.
Press coverage	The Clerk to make enquiries.
Risk Assessment and Insurance	The Clerk to pursue these matters.

7. **Budget expenditure update**

The total available budget for the Queen's Platinum Jubilee celebrations is:

£3,000 – Parish Council

£2,000 – anonymous community donor

£5,000 total

Expenditure to date (as at 31.03.2022):

				Annual Budget	
A/c Code	4106	Queen's Platinum Jubilee			0
Centre	102	General Administration			
Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	
				0.00	
11/03/2022	BACS	Cashbook	Jubilee town crier costume	117.83	
16/03/2022	BACS	Cashbook	Platinum Jubilee first aid	955.80	
21/03/2022	BACS	Cashbook	Birdsmouth fence beneath oak	720.00	
Account Queen's Platinum Jubilee				Account Totals	1,793.63
Centre General Administration				Net Closing Balance	1,793.63
					0.00

Committed expenditure (yet to be paid) ex VAT:

£595.00 – marquee hire

£480 – beacon

£600 – band

£120 – bouncy castle

£1,795.00

NB/. No allowance has been made for the sundry items which have no known cost against them at this time e.g., paper decorations, teas/coffees, flowers etc.

£1,793.63 – spent

£1,795.00 - committed

£3,588.63 TOTAL CURRENT EXPENDITURE

The Working Group have **£1,411.37** left in the budget.

8. **Fundraising**

The meeting agreed to defer to another meeting where there is more time to discuss this matter properly.

Action:
Clerk

9. **Other matters**

The meeting agreed to hold a further meeting to discuss the day timetable and fundraising only.

Action:
Clerk

The following matters will be added to a future agenda:

- Village green 'walk about' to draft location plan
- Wet weather contingency
- Classic car marshals (when arrive in Plaistow)

10. **Date of next meeting**

The next meeting will take place on **Tuesday 12th April 2022, 19:30 via Zoom.**

Action:

Clerk

There being no further business, the meeting concluded at 21:53

