

Committee Meeting Minutes re Queen's Platinum Jubilee Celebrations 2022
Held at the Stanford Centre, Cooper Lane, Laceby on Tuesday 18th January 2022 at 7.30pm

Present: Cllr B Metcalf, Cllr S Turner & Cllr Barford – Laceby Parish Council
Cllr S Greenbeck & Cllr D Johnson – Laceby in Bloom
Mrs Val Brumfield – Stanford School, Stanford Trustees, Laceby History Gp
Mrs Jeanette Spittlehouse – Laceby Library & Laceby Allotments
Ms Rachel McWilliam – Laceby Community Collective
Mr & Mrs Kennedy – Laceby Royal British Legion
Rhys Childs - Resident

Also present: Clerk – Nicola Ashton

Apologies: Mr Kenneth Sykes – St Margaret's Church

Queens Platinum Jubilee

Sunday 5th June 2022

This is now the Big Lunch Event and we will continue with plans for a picnic between 2pm and 5pm at Stanford School and the Stanford Centre.

- Music – need to identify a structure for the music
 - Singers' / musicians to have half hour slots; it was confirmed that the Legionnaires would sing at the event. Clerk to put call out on community fb page for anyone who would like to sing or perform music at the event. Each has ½ hour slot.
 - Disco with songs from the 50's onwards so appeals to all ages.
- Licences - On NELC website a temporary event licence for less than 499 people is £21 – BM has contacted NELC and waiting for a call back to discuss.
- Refreshments & toilets
 - Ice Cream Van – BM to contact Harrison's Ices who were going to cover the VE day event.
 - Burger Van – tbc
 - Portable toilets – Clerk to book
 - ? alcohol – VB to ask Trustees if they would object to allowing alcohol for the event; BB advised he has a licence certificate, but if people are bringing their own you do not need a licence.
- Event specifics
 - Clerk to put poster together
 - No dogs or glass on the school field
 - Bring your own blankets / chairs / gazebo's
 - Billy Biscuit – already paid for this, DJ to get this arranged with the entertainer
 - Llama's / Nunny's farm – RM will speak with friend who has Llama's and ask for availability and prices.
 - Clerk to check insurance, first aid cover, H&S / risk assessment implications.
 - Clear up at end = it was suggested that the Scouts/young people may be willing to support with this? We can ask people to take rubbish home, have bins across the site
 - Bunting – ask school children to do some bunting for the event; BM has lots of bunting and this can go up across the village. Ask residents & businesses to decorate up their houses / streets.

Thursday 2nd June 2022

Discussion held regarding the purchase of a Platinum Jubilee Beacon and where to hold the event.

- The Laceby Community Collective offered the use of the Butt Lane playing field. Discussed other options within the village, and Butt Lane was favoured due to size, parking and accessibility. If the Beacon is placed at the bottom of the field and fenced off, then we can keep it secure. RM advised that if the transfer has not already been completed by this date, she will get it approved by NELC for the event to go ahead.
- It was suggested that we contact Cloverdale Care Home to advise them of the plans.
- Cllr Johnson had shared the Bullfinch Jubilee Torch; the cost is £490 and is one of the sponsored torches for the event.
- Clerk advised we would need to consider H&S, Risk Assessments, fire, first aid, marshals and insurance.
- RM confirmed that she had spoken to the Earthbound Misfits and in order to hire them for the evening this would be around £600.
- Plans for the evening:
 - Earthbound Misfits – 8.30pm – 9.30pm
 - Pipers to play Diu Ragnare at 9.35pm
 - Bugle call at 9.40pm
 - Beacon lighted at 9.45pm with all singing ‘Song for Commonwealth’
 - Event ends 10.15pm

Cllr Metcalf asked for a full show of hands if in agreement with the plans – all agreed and these events and associated costs were approved and plans to be progressed.

Items to follow up

- Service of Thanksgiving at St Margaret’s Church
- Event being held at the Legion
- History Group exhibition

The Chair confirmed the next meeting dates as:

- Jubilee Planning Meeting (sub-group) – Tuesday 15th February 2022 at 7.30pm.

Committee Meeting ended 8.20pm.

Signed:

Chair

Dated:

| Item for action | Person responsible | Update | Completed |
|--|--------------------|-------------------------------------|-----------|
| For 5/6/2022 | | | |
| Organise singers and musicians to play at the event between 2pm and 5pm. Each to be given a half hour slot. Need mix of music. | Clerk | | |
| Disco | ? | | |
| Licences | BM | | |
| Ice Cream Van | BM | | |
| Burger / Refreshment Van | BM | | |
| Portable Toilets | Clerk | Ordered on 20/1/22 | |
| Alcohol permission | VB | | |
| Poster & Advertising | Clerk | | |
| Entertainment Billy Biscuit Llama's Nunny Farm? | DJ RM Clerk | | |
| Check Insurance Cover | Clerk | | |
| H&S and RA's | Clerk | | |
| Medical Cover & First Aid | Clerk | Booked on 21/1/22 - £100 each event | |
| Volunteers for clean up after events | | | |
| Bunting decoration across village | All | | |
| Responsible persons for ensuring the day goes smoothly - ? radios? | | | |
| | | | |
| For 2/6/22 | | | |
| Jubilee Torch | Clerk | Ordered 21/1/22 - £490 | |
| Earthbound Misfits | RM | | |
| Poster & Advertising | Clerk | | |
| H&S and RA's | Clerk | | |
| Check Insurance Cover | Clerk | | |
| Medical & First Aid Cover | Clerk | Booked on 21/1/22 - £100 each event | |
| 2 x Responsible Person to light torch | TBC | | |
| Fencing off of Torch? | TBC | | |
| Fire equipment / notify fire brigade? | ? | | |
| Piper | ST | | |
| Bugler | TBC | | |
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