

MINUTES OF THE LOOSE PARISH COUNCIL (LPC) EVENTS COMMITTEE

Meeting held at the Pavilion at 7.30pm on Monday 13th March 2017

Present

Councillors: Peter Rigby (PR) (Committee Chairman); Susan Luckhurst (SL) Tom Oliver (Tom) and Tony Oliver (TO).

Committee Member: Irene Songhurst (IS) (Dog Show Representative) & Beryl Gibson (BG) (All Saints Church) (*arrived 8.10pm*).

Also in attendance: Anne Rigby (AR) (Communications & Media Clerk).

There were no members of the public in attendance.

Housekeeping items as outlined on the agenda, were pointed out by the Committee Chairman and noted by members.

1. To receive and record any apologies for absence.

Apologies were received and accepted from Councillor Gordon Bernard (GB) (Committee Vice Chairman) (*personal commitments*); Councillor Vianne Gibbons (*work commitments*); Liz McLaren (Deputy Clerk) and Beryl Gibson (All Saints' Church) (*will arrive late*). Councillor Susan Luckhurst (SL) also advised that she would have to leave early.

2. Decision regarding any item to be taken as confidential. None.

3. To receive any declarations of pecuniary interest on items in the agenda, in accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition any declaration of personal or prejudicial interest. (as agreed by LPC 21st Jan 13). Members to take note of LPC standing order 7.

PR declared an interest in connection with the production of the fete programme, which in the past has been put together by the business co-owned with AR, known as Antrix.

4. To receive any dispensation requests as agreed by the Clerk prior to the meeting for any item on this agenda. Or to be agreed by the committee, if put forward at this meeting.

A dispensation request from Councillor Peter Rigby had been received by the Clerk and **agreed**, giving Peter the right to participate in discussion, but not to vote on anything to do with design and production of publicity and support materials.

5. To sign as a correct record the minutes of the meeting held on 23rd January (Pages 70-72).

The minutes of the meeting held on the 23rd January 2017 were agreed and signed by the committee chairman.

6. Questions/comments from the public, if present - (3 mins per person).

None present.

7. To discuss development of the Fete Plan.

SL had obtained details of the Maidstone Borough Council's 'RK9' initiative which is a part of the Environmental Enforcement team which aims to promote responsible dog ownership across the borough and this was discussed. It was queried whether this would cut across our sponsorship from Vets4Pets. AR was asked to write to them to find out what they sell and to see if they would be prepared to pay the Community Stall Fee of £10. **ACTION: AR.**

It was mentioned about marking out the entrance for the Fun Dog Show and TO suggested using Bean Canes as these are quite flexible and come in a range of heights.

It was **AGREED** that the committee would use the fete plan devised March 2016 for this year's event, just changing the name to Heroes & Heroines and the date to the 2nd September 2017. It was mentioned that at last year's fete the number of stallholders had substantially decreased, in comparison with previous years.

8. To discuss the proposed Action Plan for Loose Fete 2017, taking place on Saturday 2nd September 2017.

The Action plan up until the 8th May was discussed. With regards to the Dog Show SL had found a website and was happy to trawl through this looking for other potential stallholders. The Stallholders' documentation was reviewed and changes were made. It was queried about having a pre-show 'Stallholders Poster' and it was **AGREED** that this could be circulated and resolved by Round Robin, with ratification at following meeting. **ACTION: AR/PR.**

9. To discuss the overall aspects of the fete.

a) Dog Show.

IS had obtained the services of the same judge as in previous years, and currently has a total of four volunteers to help with the Fun Dog Show. The different classes were discussed and it was suggested having a class for 'Dog most like its owner'. It was queried how many entries for each class had been obtained over the past two years. AR to review numbers and report back to the committee. **ACTION: AR.**

SL had been in contact with Photographer Sharon Benton, who rather than having a fixed stall, would prefer to wander around snapping dogs and owners. It was explained that the winners go on the podium and Brent from Vets4Pets will give his prizes out to podium winners. It was **AGREED** that AR would send a letter of confirmation to the photographer.
ACTION: AR.

b) Games.

It was **AGREED** to defer ideas for games until next meeting.

c) Refreshments & Bar.

AR stated she had booked the Walnut Tree Pub for the Licensed bar and they had put it in their diary. BG said that teas and coffees would be organized for the day. It was mentioned that the committee may need to check with Mr Shayler, to see that he is happy to have teas and coffees being sold at the top of the field, as well as in the pavilion, as his Burger van also sells them. **ACTION: AR.**

d) First Aid & Health & Safety.

AR had received an email from Medi-1 regarding First Aid. It was stated that there would be enough First Aiders on the day.

e) Stallholders, including documentation.

The documentation was discussed under item 8.

f) Raffle & Tombola.

LM and AR will organize nearer the time.

g) Fete Programme & Potential Advertisers.

AR had contacted the distributors of Loose Views and they had said it would be about another 1000 homes to increase the catchment area to Cripple Street and Boughton Lane. After discussion, it was **AGREED** (*PR did not vote*) that the print run for the Fete Programme would this year be 2,200 copies to facilitate this.

h) Publicity, Advertising and Sponsorship of the Fete.

The prospective advertisers/sponsors of the fete were discussed and it was **AGREED** that those who had not responded to the last two years emails/phone calls should be removed from the list. Three other names were suggested and AR would add these to the advertisers list. **ACTION: AR.**

PR had contacted Ward & Partners and they were prepared to offer sponsorship on their boards. Twenty names and addresses need to be collected.

AR explained that the banner is becoming increasingly overshadowed by the growth of the trees on the green in front of the school. She had looked at the size of the other railings and realistically the banner needed to be sited on the biggest railings. The main problem was the date was being obscured by the trunk of the tree. BG had the details of a company who manufactured banners.

8.50pm – SL left meeting

After debate it was **AGREED** that the new banner would read:-

Loose Fete & Fun Dog Show
Saturday September 2
KGV Playing Field 1.30pm-5pm

It was **AGREED** that the date just needed changing on the advertising boards. AR to contact Bernard Hill. **ACTION: AR.**

10. Brooks Field Picnic and Other Future Events 2017-18 (inc. LAA).

PR had discussed this with the Environment Committee and in principle a Brooks Field Picnic next year was felt to be a good idea. However, since then the Loose Amenities Association have introduced a new event for 2017, which is a Teddy Bear Trail, followed by a picnic in Brooks Field (in August).

11. To discuss the budgets/spend/income for 2017-18.

The budgets/spend/income were discussed and agreed.

Meeting concluded at 9.23pm.

Date of next meeting is Monday 8th May 2017 at 7.30pm.

Minutes agreed and signed by

Committee Chairman..... Date.....