# ROWINGTON PARISH COUNCIL MINUTES OF A JUBILEE COMMITTEE MEETING HELD ON ROWINGTON CRICKET PITCH ON THURSDAY 16 MAY 2022 AT 7.00PM

#### **Present**

Councillor A Pitt – in the Chair Councillor D Weir Councillor T Remment Parish Clerk – Nicola Everall

Steve Jay

Mike Bendall

**Brian Taylor** 

**Tracey Stabbins** 

John Gaffey

Jean Hames

Kate Statham

**Pauline Bennett** 

#### 1. Apologies

Apologies for absence were received from Councillors A Marsden & B Sandford and Lucy Marsden.

#### 2. Declarations of Interest

There were no declarations of interest.

#### 3. Minutes of the Meeting held on 5 May 2022

Having been previously circulated the minutes of the meeting held on 5 May 2022 were agreed and signed as true record by Councillor A Pitt.

#### 4. Rowington Parish Jubilee Celebration - Sunday 5 June 2022 from 2pm to 6pm

The following items were discussed:

Electricity Supply – stall holders for a requirement for an electricity were discussed

<u>Layout - Pauline Bennett had circulated a proposed layout of the area, which would be updated as required and finanlised at the next site meeting</u>

First Aid - Confirmed

MC/DJ - To host as required during the afternoon as required

Band - confirmed Second City Brass to play for 2 x 40 minutes slots. Clerk to confirm times

<u>Skittle Alley</u> – Steve Jay was able to source one free of charge and Tracey confirmed the loan of 20 hay or straw bales to enclose the area. Prize or either voucher or wine, depending upon winner.

Bouncy Castle - Confirmed - Signage required and a rota set. See below

Ferret Racing - Confirmed

WI - Teas, Coffees and cakes to be served from the cricket pavilion

Games – P Bennett had sourced 2 sets of croquet and was hoping for more games

Rowington Club - Confirmed that the BBQ would run from 2.30pm with a Pimm's Bar, Bunting and outside bar

Marketing - This is being promoted via the parish notice boards, Face Book Rowington Page, Next-Door Rowington.

Please encourage ROWINGTON PARISHIONERS to attend

Clerk to keep pushing the event on social media.

Clerk had ordered 2 banners to be erected in Rowington & Lowsonford asap

Craft Stalls - £10 each - 4 confirmed

Ice Creams - Lucy Oliverio - confirmed

<u>Track for Races – Brian Taylor offered to mark this out on the morning of 5 June</u>

Tombola - Marsdens confirmed

Children - 'Kings or Queens' fancy dress. Parade from VH at 3pm. Prizes will be 2 x £15 Waterstones vouchers.

Face Painting - Confirmed

Food & Drink for Children - FOC - Pizzas confirmed

<u>Golf</u> – Mike & Suzie Bendall kindly offered to organise a Chipping and Putting Competition and it was agreed that Mike may purchase a mat and cup for £40.00

Candy Floss & Balloon Modelling - Confirmed

<u>Air Rifle</u> – Steve Jay to organise, Clerk has asked Insurance company and providing a rigid risk assessment is in place, this is acceptable. Prize or either voucher or wine, depending upon winner.

<u>Car Parking - J</u> Hames and A Marsden have offered the use of their land for car parking, but only if the ground was dry. Village Hall car park to be used for disabled persons and event suppliers only. Marshalls and signage needed

Rubbish - Rubbish to be bagged up and disposed of in the large bin at the Village Hall. Bags required.

Programme/Flyer - Clerk and Pauline to organise

<u>List of Volunteers and suppliers for the day</u> – Clerk to circulate

# 5. Volunteers

### **Bouncy Castle Rota**

2.00pm	Anne Pitt
2.30pm	Jean Hames
3.00pm	Tim Remment
3.30pm	Diane Weir
4.00pm	Anne Pitt
4.30pm	Marcus Bennett
5.00pm	Marcus Bennett
5.30pm	Nicola Everall
6.00pm	tbc

## Car Parking - signage will be in place at all three locations

Village Hall Adam Marsden

Marsdens Josh Marsden

May Meadow Graham Hames

Skittle Alley Stuart Pitt

Stuart Weir More required

### 6. Funding

#### Expenditure

Experiarcare		
Item	Provider	Cost
First Aid	Medevent	135
Tea, Coffee & Cake	WI	NA
Banners		
Face Painting	Kathryn Driffield	175
Ice Cream Van	Lucy Oliverio	NA
Tombola	Milly Marsden	NA
Ferret Racing	Paul Dance	150
Band	Second City Brass	250
MC/DJ	RTM	250
Bouncy Castle	BC Event Hire	110
Food & a drink for Children	Wedding Pizza Co.	999
Coconut Shy	Marsdens	NA
Skittle Alley	Wren Hall	75
Gifts for Children	TBC	50
Candy Floss/Balloon	Sweet Entertainment	230
Vouchers		40
		2464

#### 2500 Parish Council Dawn Shaw Craft Stall 10 Craft Stall 10 J Quinney Craft Stall 10 Alison Page Warwick DC Grant 500 Ice Cream Sales Donation from sales Craft Stall Karen Powell 10

3040

Needs	Electrical	Supply	

7. Insurance - Clerk liaising with Zurich Municipal regarding the insurance requirements and risk assessment will be carried out

Income

8. Next Meeting Date – Monday 30 May 2022 at 7.00pm – on the cricket pitch

# 9. Risk Assessment

The meeting finished at 7.30pm.

A risk assessment would be taken out ahead, during and after the event.

Signed			
	Cianad	Decimation	Data