

**ROWINGTON PARISH COUNCIL
MINUTES OF A JUBILEE COMMITTEE MEETING
HELD AT ROWINGTON VILLAGE HALL
ON TUESDAY 19 APRIL 2022 AT 7.30PM**

Present

Councillor A Marsden in the chair
Councillor A Pitt
Councillor B Sandford
Councillor D Weir
Parish Clerk – Nicola Everall
Steve Jay
Lucy Marsden
Brian Taylor
Tracey Stabbins
Heather Cole
Jean Hames
Kate Statham
Pauline Bennett

1. Apologies

An apology for absence was received from J Gaffey.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Meeting held on 22 March 2022

Having been previously circulated the minutes of the meeting held on 22 March 2022 were agreed and signed as true record by Councillor A Marsden.

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

The following items were discussed:

Layout - Brian Taylor had drawn up proposed layout of the area and a site meeting would take place on Saturday 23 April at midday to consider the proposals. Members would also view the pavilion during the site visit.
Pauline Bennett would create an electronic version of the plan.

First Aid – Confirmed by the Clerk

MC/DJ - To host as required during the afternoon and encourage people to participate in the various events.
Clerk to draw up a timetable for the afternoon.

Band - D Weir confirmed that the Second City Brass band would play for two, 40-minute slots at a cost of £250 and this was agreed by all present.

Bouncy Castle - Confirmed - Signage and a rota required.

Ferret Racing - Confirmed

WI – Members of the WI were progressing with their plans for the afternoon. Tables and chairs would be made available from the Village Hall.

Rowington Club – Tracey Stabbins & Kate Statham advised the Committee that the outside bar would be open, and a BBQ and Pimm's bar would be available. They also confirmed that they were planning to erect bunting around the area.

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

Craft Stalls - £10 each The Clerk confirmed that there was only one booking so far and this needed promoting.

Classic Cars – Brian Taylor suggested that a small display of classic cars would be an interesting attraction and offered to source this.

Ice Creams – The Clerk confirmed that she had now sourced a supplier.

Track for Races – This would be marked out before the event. Brian Taylor suggested the following races: Three legged race, Egg & Spoon, Running for various age groups and adults. The MC would oversee this.

Tombola – Lucy Marsden confirmed that Milly was arranging this.

Children - ‘Kings or Queens’ fancy dress. Parade from VH at 3pm. Councillor Weir was to source two prizes and circulate details.

Face Painting - Confirmed

Food & Drink for Children – FOC - Pizzas confirmed. Councillor D Weir suggested that a control of the free pizzas might be required

Candy Floss & Balloon Modelling - Confirmed

Car Parking - J Hames and A Marsden had offered the use of their land for car parking, but only if the ground was dry. Alternatives are the Social Club and Village Hall. Tracey Stabbins agreed to liaise with the club. Marshalls and signage were needed. Lucy Marsden offered the use of her walkie talkies for the afternoon.

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

Skittle Alley – Steve Jay suggested that consideration be made for a skittle alley and the Clerk would investigate this.

Air Rifle – Steve Jay offered to arrange this, subject to insurance. Steve also offered to donate prizes of wine/Chocolates.

Coconut Shy – Lucy Marsden offered to lend her coconut shy

Volunteers for the day – The Clerk asked members to source Marshalls, car park attendants, rubbish pickers etc. for the event.

Fire Engine – The Clerk was to contact the Fire Service to invite them along to the event.

5. Funding

The Parish Council had set aside a budget of £2,500

J Ryland Charity suggested that the Committee, at present did not require funding, but could re-visit the request if needed.

Expected costs to date are approximately £2500.

An application for funding had been made to the District Council for £500.00

Plus any Income from craft stalls.

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

7. Next Meeting Date – 5 May 2022 at 7.30pm

8. Risk Assessment

A risk assessment would be taken out ahead of the event.

The meeting finished at 8.20pm.

Signed.....Designation.....Date