

LAVANT PARISH COUNCIL -
Sub Committee FETE COMMITTEE

January 6th 2021 18.00

Via Zoom link.

Attendees. Attendees: Elaine Mallett, Sarah Newman, Sara Pickford, Sue Jackson, David Jarrett, Jenny Quest, Louise McNally, Caroline Reynolds.

MEETING NOTES

1. Apologies. Jasmine Williams
2. Minutes of last meeting November 25th 202. Agreed
3. Agreed week title is Lavant Fete and Celebration Week. 19th to 27th June 2021.
4. Committee Membership.
 - SP attended the Lavant Memorial Hall Committee (LMH) Meeting on Jan 5th 2021
Feedback from the LMH Committee was positive and supportive of the concept.
 - Advice about Booking of Hall. Events need to be booked sooner rather than later.
Need to give notice if there is a clash with a regular meeting.
 - Parking LMH had various suggestions re the organisation of parking particularly for the key events. Their suggestions:-Ask Lavant Stables, Eastmead and catch bus to Earl of March, Closing Pook Lane from Memorial Hall to Sheepwash.
Investigate parking opportunities at Coop, Earl of March, School
 - Cost of hall bookings? Tbc.
 - Shelia Simms and Elizabeth Woodford are preparing a display linking Mem Hall with key national and local events

ACTION. SP to attend next LMH Committee meeting on Feb 2nd 2021

5. Financial Approach -

Sponsorship.

- Agreed to ask for sponsorship either in form of cash or kind. There is nothing to lose by doing so. Need to make an estimate re costs for the week before asking.
SN will lead and coordinate with possible cross over with Raffle. SJ

Distribution of Funds raised.

- SN led the discussion & reiterated the approach - the application process for funding needs to be simple, accessible and have complete integrity.

Make up of Recommendation Team.

- One possibility is to maintain the current protocol ie the Fete Committee also decide re funds-is a simple solution. One consideration is perception from rest of Village.
- Decision: - maintain the current protocol. The Fete / Celebration Week Committee would make the decision and possibly ask a couple of others to join for this part e.g from School, LMH.

Process of Applying / the Form

Louise and SN created an electronic form to be used for applying - there was detailed discussion regarding the questions .Some were modified in order to keep questions informative and friendly. A final format was agreed.

The use of Card reader for payments

Seems to be a valuable method, needs to be set up ASAP as is quite a long process.

ACTION SN to investigate.

6. Overall Organisation of Celebration Week.

- LPC have approved Fete & Celebration Week Committee (FCWC) having overall management.
- Agreed LHP request for change of day (Wed to Monday)

ACTION CR to connect RW and SS to confirm

7. Consideration of Schedule of Celebration Week

- Events. St Wilfred's need to confirm the Saturday 25th slot. Offer to Sage House as alternative.
- 'Family Sports Day' rather than 'Dads and Lads' on Sunday
- Move Classical Concert to Wednesday to avoid cross over with Beetle Drive

ACTION SN to produce a re drafted Week Plan.

ACTION. CR to cross check new schedule with LMH Committee and Booking Secretary. LMc to assist SN

Contact required with organising 3rd parties to initiate planning.

8. Marketing - Celebration Week.

- 1st opportunity is Lavant News - Feb issue.
- Ask Lavant Community re participation either commercial(subject to space inside Memorial Hall) or other stall

ACTION. EM to draft article for Lavant News.

- Need to maximise free opportunities, inc. Twitter, Facebook Instagram etc.

ACTION CR to liaise with Jasmine and put a brief Marketing ideas together...

9. Fete Day stall holders

- FCWC member was allocated to each stall to ensure necessary actions progressed.
- Decision better to separate Police, Fire Brigade, to aid circulation.
- LPC agreed contribution towards another gazebo in 2020. To be ordered when FCWC are sure that Events will take place.

10. Parking - Consider further at next Meeting.

11. Raffle - SJ updated

- Various phone calls have been made and a good response received.
- Offer a stall to contributors possibly inside the Memorial Hall
- Include a couple of books of tickets in the Lavant News
- Selling of tickets will take place at each of the events during the Week.
Organization of this liaise with SN

12. Insurance of overall week- Consider further at next Meeting.

13. AOB-

- Involvement of the Duke of Richmond?
- Risk Assessment

ACTION LHP and SJ to liaise.

14. Meeting closed at 20:06

15. Date of next meeting. Thursday 11th Feb 2021