

LAVANT PARISH COUNCIL -

Sub Committee Fete & Celebration Week Committee

February 11th 2021. 19.00

Via Zoom link.

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

DRAFT MEETING NOTES

1. Apologies. Sara Pickford, David Jarrett,
2. Minutes of last meeting January 2021 Agreed
3. Committee Membership.
 - SP attended the Lavant Memorial Hall Committee (LMH) Meeting on Feb 2nd 2021 Feedback from the LMH Committee. Nothing in particular to report.
 - Cost of hall bookings? Still to be resolved, hopefully at March's Meeting.

4. Financial Approach -

Costs.

- SN shared the schedule of costs that she has compiled. The biggest costs relate to Printing and Refreshments.
- Printing - bulk printing is the most cost effective and groups could be asked to submit their requirements well in advance.
- LHP Booklet on the History of Cricket in Lavant should be self-financing.
- Tickets could be of a generic design and easily modified for the individual events
ACTION LMc & SN to consider ticketing aspects.
- Sponsorship. SN shared initial ideas that she has compiled.
- Decision whether to target one main sponsor or several others remains. Focus on the links with the events and activities. Penfolds for BBQ Meat / Printers for printing etc.
- Estate Agents as overall sponsors
- Decisions and ACTION to be made after Government 22nd Feb 2021 Announcement.
**ACTION SN to continue to investigate sponsorship LMc to assist.
JQ contact Bleach of Lavant
and follow up initial contact made with Game, Set and Match**

The use of Card reader for payments is desirable but not without costs. Also need to be aware of the needs for the whole community.

ACTION SN to investigate.

5. Overall Organisation of Celebration Week Schedule.

- Sarah N circulated an updated Schedule.
- Booking of Hall. Events. CR has spoken to Booking Secretary. Current COVID restrictions from pre Dec 2021 are anticipated to continue. Advice is to re-contact booking Secretary in April 2021 to confirm all bookings. They can only be made in Sessions. Morning, Afternoon, Evening. Need to leave time between bookings for Covid compliant cleaning routine.
- There is only one clash Monday evening - LHP Talk. This will be referred to LMH Committee in due course. LHP could book St Nic's as backup?
 - **ACTION CR to confirm Mem Hall Bookings by April.**
 - **LHP to book St Nic's provisionally for Monday Talk**
- Teddy Bears Picnic. Not yet confirmed
- Bingo - Confirmed
- St Wilfred's possible Car Treasure Hunt on 22nd June
- Saturday Night will now be Sage House who would also like a stall at the Fete. Probably less low key than a Barn Dance. Contact is Therese McCall.
- Yoga. Confirmed Livi Coppin at St Nicholas
- Classical Concert - awaiting confirmation
- Beetle Drive - confirmed
- Decorating St Nicolas - Lindsey Campbell- confirmed
- Open Garden - awaiting confirmation from Lavant Horticultural Society
- Sports Day - awaiting confirmation. An alternative will be need to be found if Paul Feakin can't do this.
- There remains the possibility that the events cannot take place due to restricted numbers allowed and/or Covid regulations. The possibility that Week could be moved to September 2021 (or even 2022)

ACTIONS. FCWC re consider after 22nd Feb Announcements.

6. Marketing of Celebration Week.

- Lavant News - Feb issue brought one enquiry but recommendation to continue to use this to create a 'buzz'

- SN has bought Natalie Dunning of Kitch Media on board to help, particularly with digital marketing.
- CR had an initial conversation - agreed to maximise free opportunities, inc, Facebk, Instagram are important for younger generation. - focus on local people except for Raffle related.
- Lavant News has an important role to reach all age groups

ACTION CR, SN to have initial discussion about strategy inc. integration of sponsorship. After March meeting to meet with Natalie to confirm / implement ideas

7. Fete Day.

Stall holders Update

Pat Riches - (SP) Knitting

Amanda Smith (EM)

Embroiders (EM)

Penny Coppin (CR)

Would be good to create a Craft Area in the Hall

- 200 Club is confirmed
- Dog Show -confirmed Judge is booked and sponsors being sought. Alpha Pets or Dog Food possible.
- Simon Taplin - Sound system - confirmed. There is now provision for the sound to be relayed from both sides of the Village Green.
- Simon has some fund raising ideas

ACTION EM TO contact

- Bleaches. Tony and Hazel - confirmed
- Rick and Claire Rose - China Smash - confirmed
- Friends of Centurion Way - presently seems unlikely that they can attend
- Eco Chi. Contact has been made via EM
- BBQ. Zoe Mann can't commit due to other commitments
 - **ACTION EM TO contact Brian Legge**
- Alpacas. Presently seems unlikely that they can attend. They need to be located carefully on the site.
- St John's Ambulance - all attendance has to be done via National Organization. CR has made provisional Booking. Cost will be £96.00. They have stringent requirements that could be disproportionate to the size and risks that Fete pose. May be better to cover First aid aspects ourselves

ACTION CR to confirm/ cancel St John's at later date

- A table for Raffle donors to advertise will be provided.

Parking -

- Sunley/ Football Field, the build out of the site at Pook Lane is not due to commence until August 2021.
- Tim Aldridge LPC is pursuing a contact - Goodwood field
- LFCW will also apply for Road Closure

8. Raffle -

- SJ updated. Goodwood have donated 4 tickets to Events .Another large prize is needed.
- There is an opportunity to use Instagram to tag the companies that have donated. Discussion about Lavant Fete being an opportunity for local companies for promotion. There will be a stall with promotional material but this could be extended.

**ACTION JQ to contact Adsdean. SN to continue to contact possible donors.
CR/SN to include consideration of this aspect in Marketing Planning.**

9. LPC Insurance has previously been used to cover Fete.

ACTION EM to confirm with Insurers

10. Risk Assessment is needed.- Adrain Blades to be approached .

ACTION EM to confirm with Adrian

11. AOB- / Matters Arising from previous minutes

- Duke of Richmond is unable to open the Fete. Would be good to find someone else.

ACTION EM to ask Hugh Bonneville.

12. Meeting closed 8.41

13. Date of next meeting. 11th March 2021 7p.m.