

LAVANT PARISH COUNCIL -
Sub Committee FETE COMMITTEE



Date/Time. 10TH November 2021 .. 5.30 p.m.

Location. Harpers Cottage Lower Road

Attendees, Sarah Newman, Sara Pickford, Sue Jackson, Jenny Quest, Caroline Reynolds,
Reverend Martha.

MEETING NOTES

1. Apologies. None
2. Agreed meeting notes of March 2021
3. Membership and Roles of the Sub-Committee

Roles.

- Chair - Sara Pickford
- Secretary - Caroline Reynolds. Publicity / Publicity
- Treasurer - Sarah Newman

Membership - to be asked to join committee

Several names were suggested. Some people to be asked to help with specific activities and some if they would like to join the FC

ACTIONS - contact as below. Advert to go in

Lavant News asking for assistance also Electronic Pew News SN

- Friends of Lavant C E Primary School - liaison person - **JQ**
- Memorial Hall - would be good to have a named person with whom to liaison.

*ACTION -
SP to initiate*

4. Confirm Date of Fete
18th June 2022
Bookings: Memorial Hall

ACTION needs to be confirmed SP

Village Green

ACTION CR to contact Clerk

5. Risk Management.

ACTION Confirm document Feb 2022

6. Finances.

Points noted

- LPC have reserved funds for Fete.
- Card machines are needed as not so many people use cash.

ACTION SN and SJ

- Sponsorship - not considered to be necessary at moment but keep open mind
- Insurance -

ACTION. Determine scope of event and then Inform LPC Clerk by Jan 2022

- Licence for Beer Tent

ACTION SP

- Distribution of funds.

Keen to make the process as transparent as possible.

Aim to reach out to smaller groups as well those already established particularly affected by Covid.

Possible invite people through advert in Lavant News to write to Fete Committee.

ACTION. Revisit at next FC meeting

7. Publicity / advertising,

*ACTION. Need to have something in Lavant News each month Dec 2021 -
There are 3 Lavant Facebook pages. LM after Christmas. CR*

8. Overall Organisation..(2021 Documents attached)

- Volunteers

ACTION SP to contact Adrian Blades to ask LavVols

- Stalls

ACTION SP to ask WI re CAKE stall

- Master of Ceremonies
- Catering ...

ACTION SP to ask SB

- Games

- Other organisations e.g. Lavant Primary School: Charity type local groups e.g. West Dean, Weald and Downland, Sage House, SDNPA etc. given an opportunity to showcase what they do at some point during the week e.g. a stall or presence .

ACTION - CR to contact

- Events/Activities
Fire,

*ACTION: CR
FIRE ENGINE*

*West Sussex Fire and Rescue Service
Demonstration Engine and Equipment*

Police,

ACTION:CR

- Bouncy Castle,

*ACTION
BOUNCY CASTLE: Gemma at Jumping Jacks:
www.jumpingjackuk.com
enquiries@jumpingjackuk.com*

- Winnie the Witch.

*ACTION
Winnie the Witch*

9. Parking

ACTION. To revisit Dec Meeting

10. Raffle

ACTION Sue J

11. AOB

12. Dates of next Meetings all at 6 p.m in Choir Vestry at St Mary's East Lavant

- Wednesday January 19th 2022
- Wednesday February 16th
- Wednesday March 16th
- Wednesday April 20th
- Wednesday May 18th

