**Jubilee Tea Party—on the green**

**Meeting Notes Mtg 6**

These Meeting Notes have been prepared for the sole benefit, use and information the parish of Lavant and the Tea Party committee. Liability in respect of the information contained will not extend to any third party.

|  |  |
| --- | --- |
| **Purpose** | **To organise a Tea Party on the village green to celebrate the Queen’s Platinum Jubilee. Sunday 5 June 2022.** |
| **Venue/ Date/Time** | Harpers/Friday 6 May 2022/1230hrs |
| **Attendees Tea Part Committee** | **James Pickford Chair (JP)**  **Robert Newman (RN)**  **Louise Tucker (LT)**  **Sheila Sims**  **Jenny Quest** |
| **Apologies:** | **Jenny Goldsmith (JG) Susan Ings (SI)**  **David Kuchanny (DK)** |
| **Distribution** | Tea Party Committee and LPC web |

**Note that the following is not a detailed record of the discussions that occurred but only the key issues that were discussed and actions agreed**

|  | **ITEM** | **ACTION** |
| --- | --- | --- |
| **TP/061** | **The Covid restrictions have been lifted so the meeting was held in person** |  |
| **TP/062** | **We confirmed that the objective for the party had not changed and were:**  **It would be an afternoon tea party starting at 2.30pm.**  **Lavant residents would be encouraged to gather with their neighbours and celebrate the occasion on the green.**  **The concept is to either picnic or set up tables/gazebos for a more elaborate tea party.**  **It would be an informal gathering spread over the whole green.**  **Costs would be incurred but the aim is to be free for residents.**  **Residents will bring their own food and drink.**  **It will not be open to non-residents.**  **Residents will be encouraged to dress up and decorate their gazebos**  **A prize would be given for best decorated tent.** | **JP** |
| **TP/063** | **Logistics**  **A risk assessment has been carried out and is attached as an addendum 1 to these minutes. The operating procedures (addendum 2) were reviewed and accepted except the first aid will be located in the green room.**  **There will be signs required for First Aid and directions to toilets which will direct people around the building and not through the main hall**  **Hand sanitizers are provided by the memorial hall.**  **The craft group have agreed to transfer into the main hall thus freeing the kitchen and green room for the event. This is much appreciated.**  **A selection of games will be available and a running track will be marked out**  **Games on offer.**  **Quoits x 2**  **Hook and Ring**  **Splat the rat**  **Hoopla**  **Toad in the hole**  **Giant dominoes**  **Frisbee golf**  **Giant jenga**  **Egg and spoon, skipping, bean bages etc**  **Tug of war for the Lavant trophy.**  **Tony Bleach will provide the music (30,40,50,60 etc) and PA system He will play from 1430hrs and on site judgement will be made for the timing of royal toast**  **Jubilee cake will be organised by SS**  **Tea and Coffee and cake will be served from a marquee outside the green room**  **Royal toast .We shall use some of the village hall glasses but help to distribute cake drink and glasses will be required.**  **After the event litter pickers will be required and plastic bags. Dustbins distributed before the event.**  **Photographer. This has to be organised but it was suggested we contact Richard Crossley.**  **PC Jason Lemm has been contacted and has the date in his diary he will advise on car parking etc.** | **JP**  **JP**  **DK JQ**  **JP/TB**  **SS**  **JP/SI**  **JP**  **DK**  **JP** |
| **TP/064** | **Display of memorabilia Caroline Reynolds has accepted the challenge.**  **The Horticultural society has expressed an interest to contribute and will provide Red/White/blue table decorations.** | **JP**  **RN** |
| **TP/065** | **We have a sponsor for the mugs (Lavant Academy) and Royal Toast Sunley/Crafern. There valuable contribution will be acknowledged.**  **A voluntary contribution bucket will be available with proceeds going to the fete.** | **JP** |
| **TP/066** | **Communications and advertising**  **Posters to be distrusted around the village.** | **LT** |
| **TP/067** | **The flag pole will be erected by the volunteers** | **RN** |
| **TP/068** | **Memorial Planting.**  **Plaques will be engraved for the Platinum and jubilee tree (c£120 +£50)** | **LT**  **LPC Clerk** |
| **TP/069** | **Budget.**  **Lavant Academy have sponsored the mugs**  **Sunley/Crafern will sponser the Royal toast**  **CDC grant pays for the advertising**  **LPC will fund the plaques and other odds and ends.** | **JP** |
| **TP/0610** | **DATES FOR next MEETING**  **The event Village green 1200 hrs. 5 June 2022**  Meeting closed 1345hrs. | **JP** |