

**Committee Meeting Minutes re Queen's Platinum Jubilee Celebrations 2022**  
**Held at the Stanford Centre, Cooper Lane, Laceby on Tuesday 15<sup>th</sup> March 2022 at 7.30pm**

**Present:** Cllr B Metcalf – Laceby Parish Council  
Cllr S Greenbeck & Cllr D Johnson – Laceby in Bloom  
Mrs Val Brumfield – Stanford School, Stanford Trustees, Laceby History Gp  
Mrs Jeanette Spittlehouse – Laceby Library & Laceby Allotments  
Ms Rachel McWilliam – Laceby Community Collective  
Mr Ken Sykes – St Margarets Church  
Mr R & Mrs S Kennedy – Laceby Royal British Legion  
Rhys Childs - Resident

**Also present:** Clerk – Nicola Ashton

**Apologies:** Cllr Turner, Cllr Barford

### **Queens Platinum Jubilee**

#### **Bunting**

- Looked at different types of bunting. Discussion around how much will be needed. Cllr Johnson advised that he had ordered enough to decorate the church and grounds. All agreed to order 1000m of the triangle bunting and 1000m of the rectangle bunting. JS will action this.

#### **Thursday 2<sup>nd</sup> June 2022 – Beacon event**

- BM met with various members to identify the best place for the beacon being behind the pavilion on the flat section of ground. BB will raise the beacon on top of pallets to give it height and secure it in place.
- Fencing measured up – KS advised that the church has some pigtail stakes and net fencing and will confirm how much. Will need these back for the Garden Party.
- Clerk advised that we would need fire extinguisher and fire blanket. KS advised the Church would be happy to loan these to save purchasing them. BM thanked KS and the Church.
- Clerk to apply for events licence and include the Community Collective as they are planning additional events in the lead up to the beacon lighting. BM advised that the licence can be applied for 10 days before the events.
- Clerk thanked RK for the contact details, but advised that she had not been able to secure a bugler or a piper, but both are available to play via u-tube if we can get a sound system to play them on. RC suggested that the Clerk contact MAPAS to see if they have anyone who can play. RK advised he would try another contact.

#### **Saturday 4<sup>th</sup> June Events**

- **Garden Party** – St Margaret's arranging the event, no further update today.
- **RBL Concert** – this will also include a fish and chip supper, with tickets available from the RBL for the event.

#### **Sunday 5<sup>th</sup> June Events**

**St Margaret's church** – will be holding a service at 11am and 6pm on this day.

#### **Big Lunch 2-5pm**

- BM advised that she has booked a disco and was able to get a discount on the cost.
- BM has arranged for an ice cream van to call at the event, but they cannot stay for the whole afternoon as it is a busy weekend.

- Clerk to contact caterers to see if they wish to sell picnics to anyone who wants to do something different.
- DJ advised that the children’s entertainer has retired. Other entertainers discussed and DJ will contact them.
- Fancy dress, will need to arrange a judge and prizes – suggested Cllr Hasthorpe? To have age groups under 5’s, 5 – 11 years and 11+ years. Will need prizes and consolation prizes; suggested gift vouchers and haribo sweets.
- SK suggested we may need tarpaulin if ground wet or it is raining for electricians.
- RM advised she had not heard back re the Llama’s, clerk advised Nunny Farm have their own event on this day.

**The Chair confirmed the next meeting dates as:**

- Jubilee Planning Meeting (sub-group) – Tuesday 26<sup>th</sup> April 2022 at 7.30pm.

**Committee Meeting ended 8.25pm.**

Signed: .....

**Chair**

Dated: .....

Item for action	Person responsible	Update	Completed
<b>For 5/6/2022</b>			
Organise singers and musicians to play at the event between 2pm and 5pm. Each to be given a half hour slot. Need mix of music.	Clerk	Lacey Lyrical x 30 mins Legionnaires x 30 mins Ellie Tutty? Lynn Crosskill dance school tbc	
Disco	BM	Booked and £100 deposit paid	9/3/22
Licences	BM		
Ice Cream Van	BM	Confirmed, will call by	1/3/22
Burger / Refreshment Van	BM		
Portable Toilets	Clerk	Ordered on 20/1/22	20/1/22
Alcohol permission	VB		
Poster & Advertising	Clerk		
Entertainment <del>Billy Biscuit</del> Llama's <del>Nunny Farm?</del>	DJ RM Clerk	Retired RM to confirm 15.3.22 Have own event	
Fancy Dress – need a Judge		Age groups identified	
Check Insurance Cover	Clerk	Confirmed covered with conditions	22/2/22
H&S and RA's	Clerk	In progress	
Medical Cover & First Aid	Clerk	Booked on 21/1/22 - £100 each	21/1/22
Generator and sockets	BB	Order placed £100 cost	25/2/22
Volunteers for clean up after events			
Waste disposal, black sacks and bins	BM/NA		
Bunting decoration across village	All	Fb post & sent to school & Church	25/2/22
Responsible persons for ensuring the day goes smoothly - ? radios?			
<b>For 2/6/22</b>			
Jubilee Torch	Clerk	Ordered 21/1/22 - £490	21/1/22
Earthbound Misfits	RM	Booked by RM	21/1/22
Poster & Advertising	Clerk		
H&S and RA's	Clerk	In progress	
Check Insurance Cover	Clerk	Confirmed covered with conditions	
Medical & First Aid Cover	Clerk	Booked on 21/1/22 - £100 each event	
2 x Responsible Person to light torch	TBC		
Fencing off of Torch?	TBC	Church to loan equipment	
Fire equipment / notify fire brigade?	?	Fire extinguisher required by Insurers. Church to loan foam extinguisher and blanket	
Piper	ST	Unable to book-play on PA system?	
Bugler	TBC	Unable to book-play on PA system?	
Gas bottle	BB	BB storing	21/2/22
<b>Other actions</b>			
Letter to businesses	Clerk	25/2/22	
Share with school and church magazine to send out to residents	Clerk	13/3/22	
Advertising and promoting	Clerk	Poster done 13/3/22	

