

Committee Meeting Minutes re Queen's Platinum Jubilee Celebrations 2022
Held at the Stanford Centre, Cooper Lane, Laceby on Tuesday 26th April 2022 at 7.30pm

Present: Cllr B Metcalf , Cllr Turner & Cllr Barford – 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: None

Queens Platinum Jubilee

Thursday 2nd June 2022 – Beacon event

- Clerk to liaise with Community Collective, RM advised that the collective were planning a series of events to start around 3pm, and would like details of the LPC events to enable them to market them.
- RM enquired whether the ESAG had been completed – clerk to confirm
- Clerk advised that NELC had confirmed no requirement for licences for either event.
- BB explained that the staging & barriers for the Beacon would need to be set up and cordoned off early in the day. Agreed this will be done early Thursday morning; JS confirmed that John would be available to help set this up. BM will purchase some tarp to cover the staging and BB some additional tape.
- BM and BB confirmed would like test run to light the beacon before the event.
- Clerk to chase delivery of beacon on 20/5.
- BB requested that the generator be delivered to Butt Lane and he will transport up to Stanford School for the Sunday event.
- RK has sourced a piper; the clerk will contact to arrange time and confirm location etc.
- BB advised that we would need a PA system to play the national anthem on – community collective confirmed that they were looking at a PA system and a compare for the event.
- Stewards x 6 needed – will need hi-vis vests for event – BB to order. BB, BM, DJ, SG, ST all confirmed they would be at event.
- People to set up and clear down – BB & John am, BM, DJ, SG to clear down ? Community Collective to help? BB advised we would need to dismantle everything that night.
- SG asked if we can ask residents to take pictures and video's for the history group to be stored for future.
- Evening timetable
 - 9.00pm – Earthbound Misfits perform
 - 9.35pm – Piper plays Diu Regnare
 - 9.40pm – Sing National Anthem
 - 9.45pm – Light Beacon

Sunday 5th June Events

Big Lunch 2-5pm

- Stewards for the event – Hi-vis from Friday to use, and everyone to take turns in stewarding the event.

- Timetable of event:
 - 2pm - Event opens
 - 2.15pm – Fancy Dress judging
 - 2.45pm – Laceby Lyrical’s perform
 - 3.15pm – Disco
 - 4.00pm – Laceby Legionnaires perform
 - 4.30pm – Disco
 - 5pm – Event ends
- SK enquired about disabled parking. Agreed that parking will be limited, but there were disabled spaces at the centre. Clerk to advise people walk where possible.
- BB confirmed that he would be onsite from just after 10am to begin the set up and asked for people to help. BM and SK offered to help.
- Toilets – can be delivered anytime after 10am, and collected after pm. VB enquired whether electricity would be needed, clerk to find out.
- RM advised that the community collective was looking to advertise the whole weekend of events.
- Ice cream van will call at the event at some point during the afternoon.
- Clerk has spoken to Teapot and Sweet Creams and both declined to offer picnic hampers for the event. Clerk to contact new owners of the Teapot.
- RM advised that the Llama’s were booked elsewhere for the day.
- BM meeting with Leona this week to discuss the event and use of school field.

Other events

- KS confirmed that the Church Garden Party planning was progressing nicely.
- KS confirmed there would be 2 services on the Sunday 5/6/22 at 11am and 6pm.
- SK advised that the tickets and poster for the Legion concert and fish & chip supper on the 4/6/22 were now ready and available from the Legion.

Bunting

- Bunting going up at the Church on the 21/5 and 22/5.
- Bunting is in 10m lengths and will need tying together.
- Fabric bunting to be used for the Stanford Centre and Stanford School.
- Plastic bunting – start in the square and fan out down Caistor Road, High Street and Grimsby Road. Meeting on 28/5/22 9am to begin putting it up, will need to be done in teams of 3. BB will fetch 3 sets of ladders. BB will ensure we have tie wraps to put them up with. Are there any other Councillors available to help.
- Flags – DJ has purchased 4 jubilee flags and flag poles. DJ and BB to site them at the Beck, the Muberries, the Stanford Centre and the Caistor Road entrance.

The Chair confirmed the next meeting date as:

- Jubilee Planning Meeting (sub-group) – Tuesday 17th May 2022 at 7.30pm.

Committee Meeting ended 8.25pm.

Signed:

Chair

Dated:

Item for action	Person responsible	Update	Completed
For 5/6/2022			
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 – unable to contact Lynn Crosskill – unable to contact	26/4/22
Disco	BM	Booked and £100 deposit paid	9/3/22
Licences	BM	Not required	22/4/22
Ice Cream Van	BM	Confirmed, will call by	1/3/22
Burger / Refreshment Van	BM	Unable to book	
Portable Toilets	Clerk	Ordered on 20/1/22	20/1/22
Alcohol permission	VB		
Poster & Advertising	Clerk	Jo Shaw possibly leading this	29/4/22
Entertainment Billy Biscuit Llama's Nunny Farm?	DJ RM Clerk	Retired Already booked Have own event	29/4/22
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	Litterpicker sacks	29/4/22
Bunting decoration across village	All	Fb post & sent to school & Church	25/2/22
For 2/6/22			
Jubilee Torch	Clerk	Ordered 21/1/22 - £490	21/1/22
Earthbound Misfits	RM	Booked by RM	21/1/22
Poster & Advertising	Clerk	Jo Shaw??	
H&S and RA's	Clerk	Done	22/4/22
Check Insurance Cover	Clerk	Confirmed covered with conditions	21/1/22
Medical & First Aid Cover	Clerk	Booked - £100 each event	21/1/22
2 x Responsible Person to light torch	TBC	BB & DJ	22/4/22
Fencing off of Torch & Staging	BB	Church to loan equipment, BB set up am of 2/6	26/4/22
Fire equipment / notify fire brigade?	?	Church to loan foam extinguisher and blanket	26/4/22
Piper	ST	NA trying to book	
Bugler	TBC	Unable to book-play on PA system?	21/2/22
Gas bottle	BB	BB storing	21/2/22
Other actions			
Letter to businesses	Clerk	Done	25/2/22
Share with school and church magazine to send out to residents	Clerk	Done	13/3/22
Advertising and promoting	Clerk	Community Collective advertising events??	
Lost children			
ESAG applications	Clerk	Done awaiting feedback	

