



PLUMPTON PARISH COUNCIL EVENTS COMMITTEE

Minutes of the Plumpton Parish Council Events Committee held on Thursday 21st October at 18:30 at the Village Hall Plumpton.

Present: Cllr Nick Beaumont (Cllr NB), Cllr Alison Gardiner (Cllr AG), Cllr Jim Brown (Cllr JB) and Cllr Paul Burford (Cllr PB) plus six Members of the Plumpton Village Society.

Also present: Anita Emery – Clerk to Plumpton Parish Council

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

1. To elect a Chair
 - Cllr NB proposed Cllr AG seconded by Cllr PB. Unanimously agreed.
2. To accept apologies for absence
 - None
3. Declarations of pecuniary and disclosable interests in respect of matters to be discussed
 - None
4. To approve terms of reference
 - It was agreed to keep the voting rights to just the Parish Councillors who sat on the Events Committee but agreed that other members of the Parish Council may attend, however if they did so they would not have a voting right.
 - It was also discussed whether the ToR should reference to one event or more. It was agreed to leave the ToR flexible.
 - Subject to the change it was unanimously agreed to approve the PPEC Terms of Reference.
5. To appoint associate members as per terms of reference
 - It was unanimously agreed to appoint members of the Plumpton Village Society as follows;
 - i) Mrs Lee Stevens (LS) (Chair of Plumpton Village Society)
 - ii) Mrs Sue Brown (SB) (Treasurer of Plumpton Village Society)
 - iii) Mr Martin Gilbert (MG) (Soapbox Race Director)
 - iv) Mr Rod Owens. (RO)
6. To note designated authority to spend



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- It was noted that the total spend for the Jubilee celebration weekend would be £2900 of which PPC had designated from its reserves a sum of £1500 to the Events Committee for the Jubilee celebrations and £540 would be transferred to PPCEC from funds raised by the Village Society (**Clerk to provide bank details to SB**). It was noted that an additional £320 would be required from PPC. Clerk advised she would seek authority at the next PPC finance meeting. **Clerk to action.**

7. To note forthcoming events

- PPCEC noted the Queens Platinum Jubilee would be the next forthcoming event on the weekend of 5th June 2022 which would be organised by the Plumpton Village Society. LS gave the Committee a timetable of the events planned for the weekend and where they were currently with the organising of the event.
- LS confirmed risk assessments were being formed and it was agreed that any documentation should be filed under the PPCEC on the Parish Council website once adopted by PPCEC.
- LS made a recommendation on behalf of the PVS to form a village booklet which is full of village information and a pullout on the Jubilee celebrations. PPCEC needed to discuss further and take discussion to the next PPCEC meeting.
- See appendix 1 for Village Society report.

8. To form a working party

- It was unanimously agreed for the Plumpton Village Society (PVS) to be the working party for PPCEC.

9. Approve meeting dates of PPCEC and working party

- It was noted that the PPCEC would meet with the working party in Jan, March, May and August 2022.

10. Items to be added to future PPC Events Committee agenda

- Road closure was required for a couple of hours on the morning on 5th June 2022 – Clerk to put on the next SLR agenda in November. **Clerk to action.** It was noted that co-operation would also be required from Network Rail. **Clerk to advise Network Rail.**
- Booklet to be added to next agenda – **Clerk to action**
- Cllr NB asked if East Chiltonton PC had been approached. LS advised they would probably organise their own event of lighting of their beacon etc.

Meeting Closed: 19:40

Date of next meeting: January 2022



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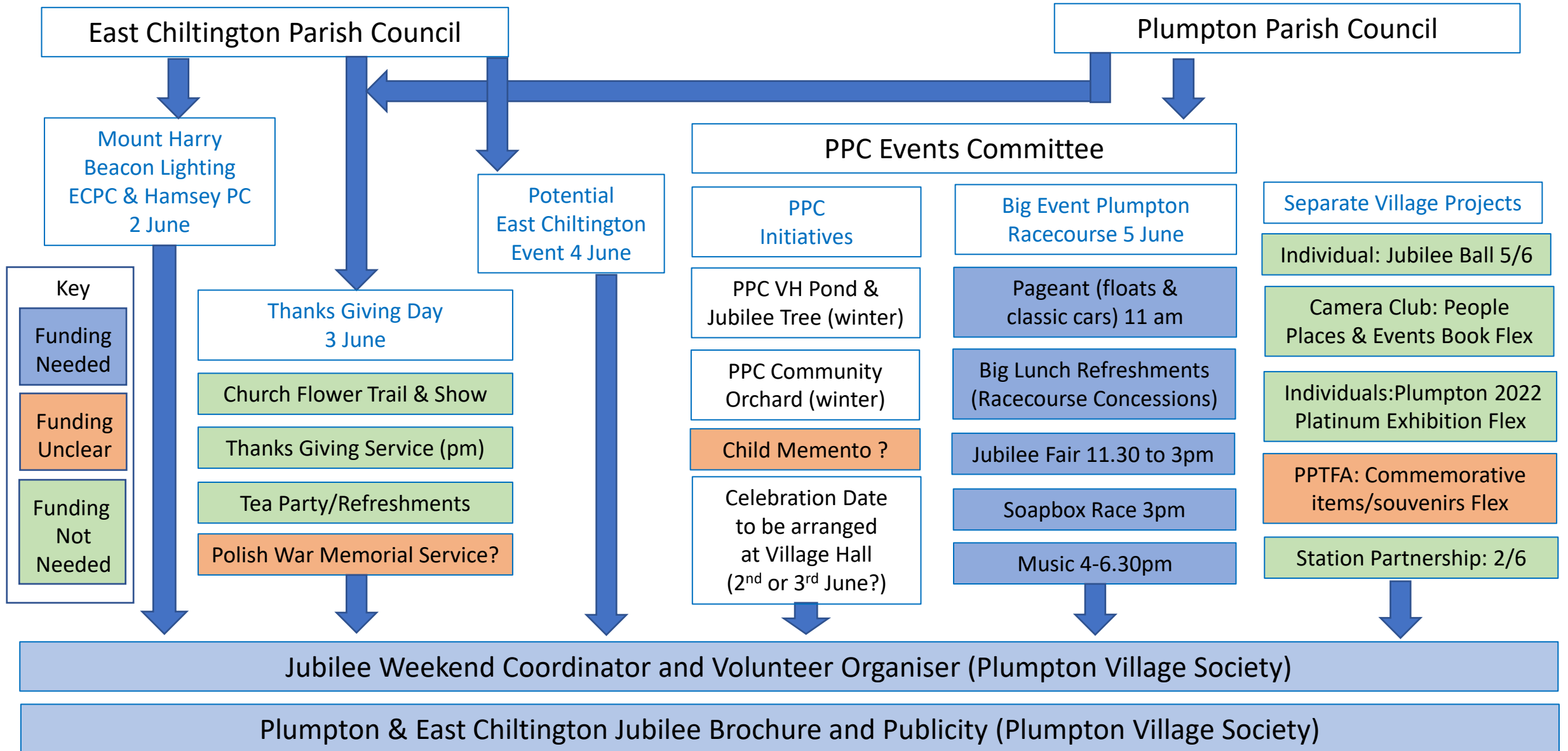
Plumpton 2022 Platinum Jubilee Celebrations Proposal

Plumpton Village Society (PVS) welcomes the formation of Plumpton Parish Council Events Committee (PPCEC) and looks forward to working with the Parish Councillors to provide a village commemoration of the 70 years reign of Queen Elizabeth II in June 2022 and any future events as deemed appropriate. PVS Committee (apologies from Dom Ponsford) will attend the initial meeting, plus Ali Christie (Pageant). Thereafter 4 PVS representatives will attend PPCEC meetings with any other Jubilee representatives as necessary. Ideally, PVS would like future PPCEC meetings in January, March, May and August 2022 to fit the Jubilee timings.

PVS presents the current proposal for the Platinum Jubilee Celebrations on 5 June 2022 and has linked into the other commemorative events across Plumpton and East Chilton Parishes over the Platinum Jubilee 4 day Bank Holiday Weekend (2-5 June 2022) to provide a co-ordinating role. There are four points PVS wish to discuss on 21 October and have included a high level plan, budget and details of key contacts for information.

1. PVS has researched the possible venues and activities for the Big Event on 5 June and recommends that there is a pageant (floats, cycles, walkers and classic cars) through the village to the centre of the Racecourse, where a fun fair, soap box race and band playing music throughout the Queens reign will entertain the villagers. The Pageant will start around 11am and the Racecourse entertainment will end at 6.30pm. PVS seeks best value for money on all Big Event and Brochure costings and has obtained three quotes for the band options (as over £500) per the PPCs financial regulations. **The overall budget amounts to £2,890** with £710 to be raised by Plumpton Village Society (£540 already held), £160 from Soap Box Entry Fees and £200 from Brochure Publicity (£50 already pledged). **Thereby leaving £1,820 required funding by the Parish Council.** Should further income be generated by PVS, the PPCEC can determine whether this is spent on any other initiatives or offsets the Parish Councils committed Jubilee funding.
2. Clarification is sought how to brand/style documentation/entry forms, websites, Parish Mag articles, Posters and Social Media publicity across PPCEC and PVS.
3. Representatives for the Plumpton-based initiatives (ie the Church events, Jubilee Ball, Camera Club, Plumpton Exhibition, and Station Partnership) have confirmed their current expectations is they will all be self funding. The initiatives with the Royal British Legion (Polish war memorial service) and PPTFA (commemorative items) are yet to be explored/determined. **This could lead to S137 grant applications of up to £500 being required next year.**
4. The budget currently does not include allowances for events where a funding requirements from PPC is not clear. By way of example, the idea discussed at the August Parish Council meeting to provide commemorative mugs to all children would require a budget allocation of around £1200 based on a unit cost of around £6 each (see www.clerksandcouncilsdirect.co.uk/content.asp?id=50). In addition, the budget also does not cover the existing PPC initiatives covering the village hall pond/jubilee tree and community orchard.

Plumpton and East Chiltington 2022 Platinum Jubilee Celebrations Summary



Plumpton 2022 Platinum Jubilee Celebrations – High Level Plan

October 2021 PPCEC Formed 21 October: Terms of Reference, High Level Plan and Budget to be approved

January 2022 PPCEC Meeting: Update on all the proposed Jubilee Weekend celebrations, with the Big Event risk assessment (including level of available insurance cover for each activity) to be approved and tracked budget to be presented, with dates of stage payments.

March 2022 PPCEC Meeting: A walk through of all Jubilee Weekend celebrations, with the Big Event risk assessment and tracked budget to be presented.

May 2022 PPCEC Meeting: Final review and discussions on any pinch points. Tracked budget to be presented.

August 2022 PPCEC Meeting: Post Event and final budget review.

PPCEC Chair to provide full monthly PPC Meetings with progress updates throughout

PPC Event Committee: Big Event and Brochure Budget

Jubilee Event Committee Budget as at 20 October 2021					
	Sept Draft Budget	Oct Updated Budget	Variance		
	High	High			
	£	£	£	Notes	
Income					
Plumpton Village Society Fund Raising					
Strawberry Fair (actual)	340.00	340.00			Held in the PVS account
Apple Day October 2021 (projected)	170.00	200.00	30.00		Actual - Held in PVS account
Spring Market Apr 2022 (projected)	170.00	170.00			Estimated fund raising
Soapbox Entry Fees (projected based on 16 entrants)	160.00	160.00			best estimate
Publicity Brochure Sponsorship (projected)	200.00	200.00			best estimate
Plumpton Parish Council Funding Sought	1,500.00	1,820.00	320.00		balancing figure to cover option expenditure
Total Income Projected	2,540.00	2,890.00	350.00		
Expenditure					
	£	£	£		
First Aiders	290.00	290.00			Fixed Cost for 9 hours then £32ph or part thereof
Music	1,200.00	1,200.00			Example quotes, see below
Racecourse Hire (no hire fee, costs incurred only)	50.00	50.00			Electricity etc
Float Prizes	60.00	60.00			3 prizes
Classic Car Prizes	60.00	60.00			3 prizes
Soapbox Prizes	80.00	80.00			3 prizes
Fun Fair - £300 free vouchers for children		-			New - Ridley Family Fun Fair that do Racecourse events - 7 rides
PA System	50.00	50.00			Possibly via Nick Satchell
Stage Provisional	150.00	250.00	100.00		Hire of Stage
Marquee	150.00	400.00	250.00		Possible Scouts hire - normal price £450, but will look to reduce
Publishing Programme/Booklet	450.00	450.00			A5 booklet via online publishing
Miscellaneous Expenses	150.00	150.00			
	2,540.00	2,890.00	350.00		
Music Quotes	Preferred Option	Second Option	Third Option		
	£1,200	£1,400	£1,400		
	The Zane Wilde Band	New Revolver	Agent Joe		
Format	Professional Band	Professional Band	Professional Band		
Set	All decades	All decades	All decades		
Lighting	Full	Full	Full		
Extra Service	Interval disco, and lighting	Interval disco, and lighting	Interval disco, and lighting		
Management fee	Waived	Waived	Waived		
Based	South East	South East	South East		
website	thezanewildband.co.uk	newrevolver.co.uk	agentjoe.co.uk		