



## PLUMPTON PARISH COUNCIL EVENTS COMMITTEE

Minutes of the meeting of the Parish Council Events Committee held at the Village Hall, Plumpton on Tuesday 18<sup>th</sup> January at 19.30.

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council) – Minutes taken by Cllr Beaumont in the absence of the Clerk.

In attendance: Cllr Nick Beaumont (Cllr NB), Cllr Alison Gardiner Chair (Cllr AG), Cllr Paul Burford (Cllr PB), Cllr Jim Brown (Cllr JB), Cllr Zenna Needham (Cllr ZN), Lee Stevens (LS), Sue Brown (SB), Rod Owens (RO), Dominic Ponsford (DP) and Martin and Beverley Gilbert (MBG).

### **The AGENDA is as follows:**

11. To accept apologies for absence

- Anita Emery tender her apologies due to CV-19

12. Declarations of pecuniary and disclosable interests in respect of matters to be discussed

- None

13. To approve the minutes of the meeting held on 21<sup>st</sup> October 2021

- Unanimously approved

14. Update report from PVS on Jubilee Celebration weekend

The working groups plans for the 4 day bank holiday weekend of 2 to 5 June are progressing well and this update provides a summary of the position with just over 18 weeks to go. The Plumpton celebrations will be held on Friday 3rd and Sunday 5th June. Spend is being tracked and is with the agreed budget. Key bookings have been made, noting the suppliers will be under pressure from enquiries for this National celebration weekend. The next two months will be focussing on communication and getting Villagers involved to make this a true local community celebration.

The following was noted

- The Risk assessments will be reported at the March meeting
- The proposed Jubilee Ball can not take place due to required suppliers being unavailable
- The VH is not available on the Friday. LS to talk to Jane and discuss alternatives.



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### 15. To discuss possibility of a Jubilee brochure and costs.

LS presented the costs for a colour programme leaflet (£62) and small publicity brochure which were £533 for 250. Advertisement income could contribute to costs. LS also showed the souvenir brochure produced after the 2012 event. Costings on producing a hard copy souvenir brochure for 2022 will be delivered at the March meeting but it was acknowledged that a soft version on the PC web site might suffice and be easier to manage. A hard copy might be preferred by a section of the community and could potentially be available to buy from the Village Shop.

It was agreed that a colour insert into the May Parish Magazine would be worthwhile. PVS to discuss with PECN editor

LS advised that it was no longer feasible to combine a possible village Information

### 16. Items to be added to future PPC Events Committee agenda

None.

#### High Level Actions

1. Station Road closure from East Sussex Highways and Notice to National Rail - **Action NB and AE**

2. Comms - It was agreed that PVS can manage the comms and publicity as they deem necessary

3. Use of PVS logo is agreed by PPC,

4. To review the Diamond Jubilee Programme, June Parish Mag centre fold and post event souvenir

brochure approach - Discussed under item 15

5. Engagement with the schools at Plumpton and Chailey/PTFA's. AG had met with Head of School, Jonathan Hughes. He was supportive and keen for the school to get involved and suggested a further meeting before half term. LS will also contact Chailey school.

6 It was suggested that the Rev Godfrey Broster should be added to the list - **Action PVS**

7. To gain firm commitments from local organisations for Pageant and Stall entries and Soap Box entries - **Ongoing action PVS**

Date of next meeting: 16<sup>th</sup> March 19:30