

## LAVANT PARISH COUNCIL -

### Sub Committee FETE COMMITTEE

25th November 2020. 7pm Via Zoom link.

Attendees: Elaine Mallett, Sarah Newman, Sara Pickford, Sue Jackson, David Jarrett, Jenny Quest, Jasmine Williams, Louise McNally, Caroline Reynolds.

### DRAFT Meeting Minutes

1. Apologies. There were no apologies
2. Meeting notes of 29<sup>th</sup> October 2020 approved.
3. Membership of the Sub-Committee
  - Friends of Lavant C E Primary School: There is a possible volunteer to help with financial matters.
  - Memorial Hall - The Memorial Hall have their AGM on Dec 1<sup>st</sup>. Another possibility is for the FC to occasionally attend a Memorial Hall Committee Meeting
  - Welcome to Jasmine Williams and Louise Mc Nally who have volunteered to help on the organising team. SN has the names of 2 other volunteers

Sally Till -.Cash on the day. : Jane Blaber -Book keeping help: Natalie Dunning. Comms help

4. Financial approach for the Weeks' Events.
  - A concept for organising the Lavant Celebration Week Finances was prepared by EM, SP, and SN.
  - There would be one central Marketing Organisation for all the events, Inc. sponsorship, advertising, ticketing
  - Sponsorship will be sought to support the week's events.
  - One or two events may be self-standing, they will need to cover their costs and in the case of the Charity any funds would go directly to them.

Distribution of funds.

- The Intention is that the distribution is as transparent, independent and equitable as possible. A group of people not associated with the Organising/Fete Committee would ~~make the decision~~ make recommendations -as to the recipients and amounts. This will ultimately need to be approved by Lavant Parish Council.
- There are concerns about possible conflicts of interest.

- Various ideas were discussed. Agreement that the process should be as straightforward and simple as possible - really don't want to make it onerous for people
- ACTION: All to consider this issue. CR will collate ideas / comments and suggestions.  
There will be a short meeting in Dec to come to a consensus.

#### Overall Organisation of Lavant Celebration Week.

- Aim is that these will be inclusive and broad in type.
- ACTION EM to circulate the draft schedule.
- Each activity already has various names associated in principle.
  - Each associated different group would have responsibility to organise the individual events, Organising/Fete Committee will have oversight and coordinate the Marketing etc.
  - Jan 2021:-finalise the range etc.
  - Jan 2021:- Put a Project Plan/ Framework together
  - There is a need to be clear so that individual organisers know about financial aspects, their role and responsibilities.

#### 6.5. Parking - Outcome of meeting with Mike Dare

- See CR, Document.
  - There are two events at which parking may be an issue; - the Fete and LHP Historic Cricket Match.
  - Need to apply to CDC - Safety Advisory Group
- ACTION CR to find out when apply
- Road Closure, Need to ensure that access for Emergency services is maintained LPC Clerk can help with the application. We need to apply at least 8 weeks in advance
  - Despite the above concerns remain re parking and number of spaces needed and more work is needed on this topic.

#### Other suggestions:

- Ask stall holders to park at distance ,
  - Have some parking on Village Green for stall holders/helpers.
  - Shuttle service - need to be aware that shuttle needs to move up/ down Pook Lane and Sheepwash -
- ACTION: - CR to liaise with Lavant House
- Instructions to stall holders and public needs to be clear and robust
  - We also need to ensure that there are spaces for disabled badge holders - probably at the Memorial Hall.

## 7.6. Update on Fete specific issues

### Raffle

- Letters should go out as soon as possible in Jan 2021 ,
- Aim to phone businesses during December , they have had a difficult year and a phone call would be appreciated

**ACTION - Louise and Jasmine will help Sue with the phone calls.**

### Participants at Fete

- We need to confirm costs and ensure booking is on provisional basis.
- Confirmation has been received from Fire , Police , Bouncy Castle , Winnie the Witch , Super Strings
- Jan 2021 Meeting will consider how to divide and range / type of stalls

## 8.7. Young people's involvement

JQ has maintained conversation with parents. Continue this

## 9.8. Agreed Actions

- See above.
- CR to circulate Draft Fete Plan.
- EM to circulate draft Event schedule for Celebration Week

## 10.9. AOB

- Insurance  
**ACTION EM to ask LPC Clerk if LPC Public Liability insurance will cover all the events.**
- CR would like to see wider Charity type local groups e.g. West Dean, Weald and Downland, Sage House, SDNPA etc. given an opportunity to showcase what they do at some point during the week e.g a stall or presence at an event. Agreement that will be considered.

## 11.10. Date/s of next Meeting

16<sup>th</sup> December 2020. 7pm Via Zoom. To discuss the Distribution Mechanisms only  
6<sup>th</sup> January 2021. Location tbc probably via Zoom

The Meeting ended at 20.40.

1