**KING CHARLES III CORONATION**

**COMMITTEE MEETING**

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# Minutes of the Meeting – 22nd March 2023 Hearts of Oak

1. **Present:**

 John Print (JP) Parish Councilor & Chair, Cathy Blake (CB) Parish Councilor & Secretary, Roy Bardo (RB) Chair of Parish Council, Pam Caton (PC) Parish Councilor), Dave Middlemiss (DM), Paulette Middlemiss (PM), Sarah Lowe (SL) PTFA, Rachel Ferris (RF) PTFA, Sarah Gibson (SG) & Tom Gibson (TG) - Hearts of Oak), Nick Sattin (NS).

 **Apologies:**

 Mike Garland (MG) Parish Councilor & Kathy Garland

 Maxine Williams (MW), Nigel Williams (NW),

1. **Acceptance of minutes 22nd February 2023**

 Minutes Agreed (RB & DM)

1. **Matters arising from the Minutes not on the Agenda**

 DM said Council have approved Road Closure in principle – not formally confirmed yet – as long as there are 3 x points of Entrance/Exit, only Half the road closed for use of Emergency Vehicles, and sufficient Barriers and Signs in place.

 Certificate of Liability Insurance still required to send to Council.

 Had discussion about the purchase of Signage or to Hire; **All Agreed** to Hire – possibly from Hales

 **Action – DM to follow up & book Hire of Signage.**

 SG said the securing of the Ice Cream Van for Event is becoming an issue.

 We could look to source Ice Creams ourselves, but a Stall would need to be manned by someone. To defer discussion to next meeting TBC.

 **Action – CB to add to next Agenda**

SG said Bouncy Castle would be paid for on the day. Company will also advise on use of Bouncy Castle on the day and supply a Risk Assessment.

 **Action – SG to give invoice to SL**

 Pub uncertain about offering ‘Mexican food’ for the Event, but to do BBQ instead - SG will make final decision.

 JP discussed Sponsorship and is making contact with all Businesses within the Village.

 Possible use of School Car Park and could also use Drybrook Garage Car park – if needed

 **Action – SG to ask School Head**

JP will also make contact with BT Exchange for possible use of area. SL has a contact and will liaise with JP

 RB had not received the info about copying ‘Flags Template’ from CB

 **Action – CB to send info again.**

1. **Activities & Actions Update:**

In the absence of NW & MW, CB put forward info from email received;

 MW will be confirming entertainment details upon return and has completed a running order for the next meeting. At present Entertainment is a bit oversubscribed!

 NW will produce an updated proposed layout (stalls etc…) and circulate prior to next meeting.

 MW has suggested a cheap ‘have a go rate’ of 10pence for each homemade stall, so that children can participate and only a limited number of prizes needed. When the prizes run out the stalls will be ‘Free’ – but with no prize.

 **Refer and discuss at next meeting.**

 SG has 9 Vending stalls confirmed, and awaiting confirmation from two others.

 JP said the Army Cadets at Cinderford had contacted MW via Facebook, but had not contacted whilst MW away.

 **Action – JP to liaise with MW when MW returns.**

1. **Coronation Medals**

 KG had been looking into Costs & purchase

 **Action – CB to add to next Agenda**

1. **Prizes – Stalls etc……**

 Discussion about Parade/Competition for Children – possible ‘Best Crown’ and with ‘Thor’ attending to then Judge?

 SL discussed ‘Artwork Sheets’ – where parents can go online to get the kids Drawings. DM suggested a supplier to be used called The Scrap Store (Glos) – but is a bit hit & miss sometimes for what can be sourced.

 PM suggested we could set up a table/area for making/colouring the Crown, leaving crayons and templates out on tables etc….

 **Action – PM to look into table/area & activities for Colouring Crown etc…**

 PM raised the issue of ‘homemade stalls’ dealing with money as well as operating the stall, and suggested perhaps one ‘ticket stall’ to be manned giving out tickets for all Stalls.

 Need to decide if Stalls should be ‘Free with no Prize’ or agree how to deal with taking money – TBC

 **All Agreed –** Finalise Competitions (Parade, Crown colouring etc..) first and then decide on Prizes.

Prizes need to be simple – possibly Vouchers, Sweets etc….but need to be aware of E.No’s, as not suitable for all Kids.

 Another suggestion was to offer a Quiz, and agreed NW best placed to collate questions etc….

 **Action – NW**

PC discussed 55 Club would be doing T’s & Cakes etc…… offered outside the Charity Shop.

 Need to confirm Raffle

 **Action – CB to add to next Agenda**

1. **Media & Marketing:**

MW has previously circulated an ‘Invite’ leaflet, and has already sent out numerous emails to local businesses etc….ie, Rugby Club, Drybrook School, PanTodd, Memorial Hall, Social Club, GP Surgery, Pharmacy etc….

 **Final posters/social media info etc…… will be added Online – Facebook, Parish Council Website, School etc…etc… Distribution of Offline info TBC.**

1. **H&S – Risk Assessment & Risk Register:**

 DM has already completed a very comprehensive Risk Assessment & Operational Management Plan – will be updated & be finalised when all final risks are identified.

 **Action – DM** **to continue to update as necessary**

Risk Register to be finalised accordingly. Any perceived Risks not already identified, please let NW know.

 **Action – NW will produce final version**

 PC will speak with Dave Acton about use of Memorial Hall as contingency in event of inclement weather.

 **Action – PC**

JP suggested use of IP rated Extension Lead

 Waste Management – need to use Bins/Litter Pickers/Council Refuge Sacks as was used for Jubilee Event. CB has Bins/Litter Pickers, and will liaise with Council for more Refuge Sacks, and will liaise with RF.

 **Action – CB & RF**

1. **Treasurer Report – Finance/Expenditure**

Proposed costs to date = £1587 (includes Entertainment to date)

##  Leaving £1413

1. **A.O.B**

 SL – needs social media poster/info

 SL – needs Flags/Medals Costs – KG to pass to SL

 SL – needs Bunting Costs – MW has already purchased?

 CB – has purchased some Serviettes/Tea Towel – to be used on Tables.

1. **DONM**

 **5th April 2023 @ 8pm Hearts of Oak**

Meeting Closed 9.15pm