

# Queen's Platinum Jubilee Celebration Launch Meeting.

**Meeting Held on Monday, May 17<sup>th</sup> 2021 at the Horse and Groom.**

Present: Simon, Andy, Eric, Richard, Graham, Keeleigh, John, Doug and Adrian.

Apologies: Dave and Ryan.

The meeting marked an end to the VE75 committee working as a sub-committee of Mortimer Parish Council, following the cancellation of the celebrations in Mortimer and Burghfield to mark the 75<sup>th</sup> Anniversary of VE Day in 2020 due to the Covid-pandemic.

Simon had called the meeting together to propose that the cancelled VE75 celebration be transmuted into a day of celebration for the Queen's Platinum Jubilee in 2022. This would mean that the organisation, ideas and time spent putting together the VE75 event would not be wasted, and by moving the event to 2022, would put further distance between the 2020 Covid-Lockdowns and any potential future postponement.

The majority of the VE75 committee had replied to Simon expressing their happiness to continue in their role, although Jean decided to stand down and Paul and Tina said that they would be happy to help if the BL were needed.

The government has announced that the first May Bank Holiday is to be moved to Thursday June 2<sup>nd</sup> 2022 and that Friday 3<sup>rd</sup> of June becomes an extra Bank Holiday in celebration of the Jubilee.

The meeting discussed the timing of the event to mark the occasion in Mortimer and it was decided that the best day to hold it would be **Saturday 4<sup>th</sup> June 2022**. This would allow families to watch the official celebrations at home together. (This date is subject to official confirmation)

The following outline format was decided and agreed at the meeting:

- 1). Mortimer's event would be held on a single day (Saturday June 4<sup>th</sup>)
- 2). There would still be a procession, but this would be restricted to Mortimer only and not include Burghfield. (While Burghfield Parish Council has been approached regarding their involvement, there has been no response, so the event will focus solely on Mortimer).
- 3). Military vehicles will still be included in the procession, although the numbers may be scaled down.

- 4). Mortimer Schools to be included. There will be an official programme to build involvement during the year, but a part of this is to include tree planting and it was suggested that the schools take part in this.
- 5). The format on the day to include the procession, fair, stalls for local organisations, vintage car show, music and that local food vendors are invited, as for the VE75 celebrations.
- 6). A music event to be arranged in the evening, (Simon to liaise with Ryan and Dave ahead of the next meeting for an outline plan).
- 7). It was suggested that there would be a theme of “Through the Reign” so that floats in the procession, stalls and possibly music during the day, be based on the decades of Queen Elizabeth’s reign, ie 1950’s to present day.
- 8). 2022 will also see the UK hosting the Commonwealth Games and it was proposed that Mortimer’s celebration included sports such as a sack race, tug-of-war, etc, referencing the Commonwealth Games, while remaining on theme.

## **Minutes Tuesday 8<sup>th</sup> June 2021. H&G**

Attendance: SB – GB – AB – AS – JW – RC – NC

Apologies: KF – DO - AH

Absent: DK – EH – RS – TT – PT

- Richard Coles to confirm Pipes and Drums and Clive Satue 16 Piece Big Band for float parade and daytime activity.
- Richard Coles to approach Major John Steads to ask for Chinook fly past.
- SB to ask Lisa Sykes to confirm with Volunteers.
- Graham Bridgeman re confirm dignitaries from WBC.
- Graham Bridgeman / Nick Carter re confirm attendance of TVP through the next NAG meeting.
- Nick Carter to update social media sites with put a date in the diary asap.
- Simon Beard to contact Neil Johnson - Mortimer BP Scouts.
- Andy Bell / Eric Howell re schedule float procession route starting from the bottom of The Street via West End Rd – Stephens Road – Victoria Road and Hammonds Heath into The Fairground.
- Adrian Smith to contact Burghfield Scouts and TK Travel.
- Simon Beard to contact Lindsey Hood Medical / First Aid Cover for Saturday.
- The committee agreed Ryan Saunders to attend the next meeting based upon his availability to agree timeline and running order of the day – SB to follow up with Ryan.
- Andy Bell to re confirm Firework display organisers.

- MML to broadcast the Derby live from Epson.
- The Committee agreed to move back into our respective groups from where we stopped in February 2020.

Next Meeting date Tuesday 3<sup>rd</sup> August – H&G – 7pm

- Cover off last meeting minutes and actions
- MML – Time Scale of events Saturday (Possible Friday Evening event) – Security, Bands, Bar, Derby, Disco DJ (Vic Woodcraft) - RS.
- Daytime / Afternoon Entertainment - RC
- Route Master Bus – Pizza – Pimm's – Prosecco – DJ
- Turf Accountant – DJ
- MVP Involvement – DO
- Telehandler (Fenton's) – EH
- Loo's & Skips – EH
- Air Displays & Fun Fair – SB
- SMPC Insurance – SB
- Sponsorship / Advertising – SB – EH
- Commonwealth Games – Schools / Parents – KF – JW
- Beacon Lighting / Town Crier - All

### **Minutes 3<sup>rd</sup> August 2021**

Attendance: SB – JW – AB – EH – GB – RS – NC – DO arrived 19:12 – KF arrived 19:24.

Apologies: AH – AS – LS

Absent: DK – TT – PT

Richard Coles proposed time line for afternoon entertainment 12:15 – 12:30 & 14:30 – 15:00hrs  
Pipes & Drums – 12:30 – 13:15 & 15:00 – 15:30hrs Clive Fortune Big Band – 13:30 – 14:15 & 15:30 – 16:15hrs Argo Jazz.

Richard Coles will need power from the electric boxes and a Marquee, Richard and Doug Overett to Liaise.

Costs for the above attractions £550.00 CFBB – £750.00 P&D's - £350.00 Argo (RC communicated after the meeting he would personally sponsor £200.00 to reduce the above costs a kind donation)

MML will take over 16:15 showing the Derby from Epson live @ 16:30hrs time TBC for 2022  
(other races from Epson can be broadcasted during the afternoon)

MML to undertake Bar Licence, Afternoon / Evening entertainment / weekend security / Wingspan Marquee, power Graham Bridgeman to draft contract template for performing artists – Ryan Saunders (MML) to advise committee of approximation of running costs at November's meeting.

MML Friday night entertainment 18:00hrs – 22:30hrs Drag Queen's / Burlesque / Disco compared by local \*DJ Vic Woodcraft (FOC) TBC

\*Co – option

Eric Howell to Liaise Ryan Saunders (MML) with regard to Loo's, Skips and Marquee details / dimensions for Fenton's Telehandler to erect and take down.

Dan Jefcoate fell sick before the meeting and could not attend, Simon Beard proposed His pitch for a London route master bus to sell Pizza, Prosecco & Pimm's on Friday evening and allday Saturday.

The proposal was approved by the committee with a no pitch fee with a \*percentage of takings on a commission basis, no additional alcoholic drinks to be sold to compromise MML Bar based on profit From takings.

\*Daniel Jefcoate to confirm at the next meeting

Daniel Jefcoate to report back with a Turf Accountant subject to Gaming and Licencing laws / rules, Graham Bridgeman to contact WBC.

Doug Overett confirmed MVP involvement with Market row / Local organisations / Harlequin Marquee hire / Refreshment Tent and confirming food vendors / pitch fees for Saturday.

Andy Bell to re asses Firework display company re - visiting site on MCC outfield and risk assessment.

Andy Bell & Eric Howell will arrange road closures with WBC, Reading buses, re visit Volka Highways and TVP for float procession.

Simon Beard advised RAF considerations have been re - applied for and confirmation of being successful with considerations will be given in March 2022, Danter's Fun Fair contract is in the process of being drawn up based on opening Thursday, Friday, with Saturday working on a minimum of 10% commission of takings.

Simon Beard to arrange Town Crier

Keeleigh Field and Jon Ward to re visit both Mortimer Schools in September 2021 incl The Willink & School floats. Children's / PTA / Villagers Commonwealth sports Saturday afternoon, Wheel barrow, Egg & Spoon, Sack races etc... & Village Tug – a – War with cash prize / sponsor with free entry, SB to contact sports personal \*Jay Sylla \*\*Gareth Edwards to run the afternoon.

\*Co Option - \*\*Possible Co Option.

Jon Ward to contact Forces outreach to supply and run a children's assault course.

Beacon lighting to be discussed as next meeting.

\*AS to update with Burghfield Scouts and TK Travel.

Meeting Closed 20:40hrs – next meeting Tuesday 28<sup>th</sup> September 2021 19:00hrs @ H&G.

## Agenda Tuesday 28<sup>th</sup> September 2021

Attendees – SB – KF – GB – EH – AB – JW – RC – RS.

Absent: DK

Co Option – Jay Sylla - Vic Woodcraft – Proposed Simon Beard – 2<sup>nd</sup> Graham Bridgeman – Vote unanimous.

Apologies – DO – NC – AS - AH

- Approve minutes and Actions
- CO - Option
- MVP – DO – Simon to give overview
- Comms – NC – Simon to give overview
- MML – RS – Update
- Daytime Bands – RC
- P/O's – Deposits Required to book and secure attractions / equipment
- Extra Stalls for Market Row – JW
- TK Travel – Burghfield Scouts – AS
- Advertising Village Eye – SB – EH
- Local Organisations - SB
- A.O.B

## Minutes Tuesday 28<sup>th</sup> September – H&G – 19:00hrs

Doug Overett reported by email

1. Marquee: The extra Marquee 27m x 12m £1653 + £40 = £1693 + VAT (I don't think we need the rubber matting??)

This HAS NOT been booked and needs approval from Jubilee Steering Group and Order confirmation from SMPC with a deposit. **ACTION SB/LH**

2. Refreshment Tent - The MVP Team is in position to run the tea tent, it may need extra volunteers from the general "pool" of volunteers. It is not clear yet how produce will be sourced, in the past Budgens have always been very generous and largely provided FOC. It could be possible that Co-Op and / or Bramley Bakery may support us, otherwise it will be down to normal commercial routes ie. Costco etc. - MVP Team Lead LH/LO/GB/GS/EM

3. Market Row: This is geared up ready to proceed and an initial "Hold the date" has been sent. - MVP Team Lead JC/GN

4. Activities: This is to co-ordinate "on Field" activities ie. Crockery Smashing / Coconut shy etc. This will be developed nearer the time once the broader communication is released. - MVP Team Lead DM/BF

5. Food Franchises: Confirmation received from Mortimer Sausage & Hatchgate Indian. Further vendors will be sourced. - MVP Lead DO

6. Logistics: We have an experienced Team of 6 people who are used to laying out the Fun Day and looking after the site logistics, this is supplemented by other volunteers - MVP Team Lead DO/CM

7. Note: An article is in the MVP Newsletter which will be distributed in the next week or so.

Further to the above, please note that the MVP will not be operating a Float for the event. Our very few members are stretched across the above and would not be able to be literally in 2 places at the same time. This is an issue that others may need to consider.

Arena Events - At this time there has been talk about an Arena (Pipers marching around it) but we do not have any central attractions. I think are naive to think people will flock to the Fairground to hear a few amateur musicians as good as I am sure they are without any feature displays / attractions. The Jubilee Steering Group need to consider if there really is enough of a draw with the current activities to not only attract people but more importantly to keep them entertained for 4 or 5 hours + on the fairground.

Nick Carter updated by email

An article about the event will be published in the forthcoming parish council newsletter delivered to homes soon; the online event will be updated with a little more detail; teaser posters will be done fairly soon for notice boards.

Vic Woodcraft to assist Richard Coles with afternoon activities, Compare, DJ over the weekend. Richard & Vic to address audio output strength for Saturday. (Leasing equipment)

Richard Coles to send invoice details for deposits and payments for 3 bands asap to secure.

Eric Howell confirmed telehandler all in place, loos and waste skips are being supplied by Hadley's.

Jon Ward to contact Doug Overett regarding Market Row as we have the possibility of 15 – 20 stall Holders available based on a £20.00 pitch supplying a raffle prize. Stall holders must have £1MIL PL Insurance, no Gazebos required and must supply their own power should they be a stall holder or Food vendor.

Adrian Smith has agreed to re - engage with local organisations who were approached previously for VE. Organisations can either be involved with a Float, walking in the procession, on the day volunteering. Burghfield Scouts & Mortimer Scouts have been contacted.

MML – Ryan Saunders gave an update and all is in hand for Music, Bar, Fencing, Loos (20 or more including urinals) and security with hiring the Gurkhas for the event. Graham Bridgeman proposed the idea of having a timeline spread sheet for future meetings for individuals to complete and fill in their tasks are complete.

The committee agreed we should have a web link (SMPC Website) to purchase advance – drink vouchers (Burghfest Style).

SB can confirm we have secured Tom Shorrock as the Town Crier.

KF & JW updated Schools would be contacted soon and Jay Sylla would run the sports day and be part of the Team. Jay is qualified PT instructor Level 3 diploma, Level 3 first aid qualification and basic DBS awaiting an upgrade within the 2 weeks.

Advertising: Contact Village Eye for adverts to run from January – May in each edition. Eric & Simon to contact VE. SB also agreed to design and print PVC Banners for external advertising for next year.

Meeting Closed 20:45hrs – next meeting Tuesday 26<sup>th</sup> October 2021 – 19:00hrs - H&G.

### **Agenda Tuesday 26<sup>th</sup> October 2021 – H&G – 7pm**

- MML Update.? (Bar Takings) RS
- MVP - DO (Market Row) – Marquee P/O Raised
- Comms – (SMPC editorial) NC
- Daytime Entertainment – RC – VW – Argo Jazz.? (General arrangement has been agreed the planning for the PA system with Richard Coles can commence. This needs to include the settings out of the stage, Fun-Fair and other stalls).
- Richard Coles has generously sponsored SMPC Queens Platinum 70<sup>th</sup> Jubilee £200.00
- Loos – EH
- Advertising – SB – EH
- Local Organisations – AS
- Schools – KF – JW – JS
- RBL – Paul & Tina to update.?
- A.O.B

### **Seed Money £20,000 – Allocated (£13,393.00)**

- Sponsorship to date - £4,200.00 (further sponsorship to be pursued)
- Sponsorship Richard Coles - £200.00
- Editorial written by SB to go in SMPC magazine.
- Editorial edited by MVP to go in MVP magazine (FOC)
- Event Insurance - Circa – (£2,000) (SMPC Clerk to pursue)
- CFBB – Cost (£550.00) – Deposit Paid
- RSP&D – Cost (£750.00) – Deposit Paid
- Village Eye – Meeting booked for Advertising – Est Cost – (£800.00)
- Harlequin Marquee Hire (£1693.00) – Deposit Paid
- Argo Jazz – Cost (£350.00) – awaiting booking confirmation
- Lynsey Hood - First Aid – (£250.00) donation to Mortimer Scouts.
- Star Fireworks Pyrotechnics Display Saturday evening – Cost (£2,000)
- RAF applied for consideration Red Falcons Display team (£3500 + VAT) Sponsorship covering costs.
- Edward Danter's Funfair – Commission payment min 10% of Takings Saturday
- MML Awaiting costs - Ryan Saunders to update. (Crownz Marquee – (£5,000)
- Fenton's Telehandler donated no cost – (£1,000)
- Awaiting Toilet and sanitising costs (£2040.00)

## Minutes 26<sup>th</sup> October 2021

Attendees: SB – AB – AS – JS – EH – DO – RC – KF

Apologies: GB – JW – AH – RS – VW - DJ

Absent: DK – BS

MML – RS to report to SB with update w/c 01/11/2021 (email sent AM 27.10.21) MML confirmed the Gurkhas would be on - site security over the weekend.

All bar income to be transacted through MML and recorded in agreement with SMPC & QJ70 committee. Mechanics of staffing the Bar over the weekend to be formalised and agreed.

MVP – DO reported Marquee has been secured and awaiting confirmation from Harlequin.

70 + traders / vendors secured for market row, JW to co – ordinate with Doug to avoid duplication with traders. Traders paying MVP for pitches, re imbursing QJ70 committee. Food vendors MSC, Burghfield Spice – Booked – TBC Gourmet Queens, Ice Cream Van, Fish & Chip van, H&G Pizza, Danter's food wagon after 6pm. MVP Refreshment tent ongoing.

All prices for Food and Stalls to be confirmed and checked V's VE75, Doug to confirm with Simon.

Comms – NC reported editorial in SMPC magazine, MVP newsletter and on social media.

Sponsorship / Advertising – SB & EH to visit Village Eye 29<sup>th</sup> October for advertising in monthly magazine. (Doug & Nick to approach TA Fisher for sponsorship, committee felt TAF gain an enormous amount of revenue from building homes in Mortimer and QJ70 should approach for high Monitory sponsorship amount i..e cover RAF Parachute Team £3.5k .) Jay to approach DE Vere for sponsorship (Jamie Anton). Eric advised David Cliff have been approached and Pierdell in due course.

Daytime Entertainment – RC to contact VW with concerns with sound equipment. RC & VW to report back with findings and cost for hiring sound equipment, generators, power required.

Richard is also going to ask each daytime band to be included with a float in the procession and will report back, he was also thanked by the committee for his generous £200.00 donation.

SB to print out AO size fairground plan for planning pitches, fun fair, marquees, arena, car show etc..

Sanitation – EH – AB. Committee agreed the quote from A1 for £2040.00 + vat for loos over the weekend 20+ with sanitation station. Andy & Eric to conform and obtain invoice for deposit and payment. EH to contact Fenton's to raise an invoice to create a hire agreement for loan of the Telehandler (£1.00). Eric advised there would be dry run with Stacey's LL to make sure the correct route is taken without logistical issues. Eric also confirmed vintage, classic and military vehicles are all lined up and in place.

Schools – KF reported activities are in place and ready to contact both Mortimer schools for floats, sports day, children making bunting – the story is 7 decades of the Queens 70 year reign (KF to ask regarding insurance cover with Schools) Jay to run sports day.

RBL – PT – TT, Paul reported they are in the process of saving their branch of The RBL (HM The Queen being the Patron) Paul will be in contact soon and hopefully the RBL will be part of the weekend with a float in the procession.



AB – Andy reported road closures are in order and Star Fireworks would be visiting soon.  
Local Groups – Adrian has contacted local group and will keep in contact with the MVP for co – ordination of activities. He is also going to contact TK Travel

SB – Reported First Aider and Response unit to be covered by Lyndsey Hood with a donation of £250.00 going to 1<sup>st</sup> Mortimer Scout Group.

Meeting Closed – 20:35hrs – Next meeting H&G Tuesday 23<sup>rd</sup> November 7pm. This will be the last meeting of the year. If we can achieve all our objectives and cover off to start again beginning January.

### **Agenda Tuesday 23<sup>rd</sup> November 2021 – H&G – 7pm**

- MML – update – RS (GB to organise Zoom Meeting) [@Graham Bridgman \(SMPC\)](#) just a reminder to take your laptop please.
- Afternoon Entertainment – RC / VW
- MVP - Select catering providers - DO
- Catering pitch costs – DO
- Floats / Insurance / Sanitation – P/O raised (AB – EH) – SB
- Procession – EH / AB – SB to report
- TAF sponsorship – DO / NC
- Media – Village EYE – SB – P/O raised\*
- Comms - update - NC
- Schools – update – KF / JW / JS
- Share file – GB
- Village organisations – AS
- A.O.B

\*We are able to offer you the following Promotion/Sponsorship both via the magazine in print, via social and also personal help with design etc from me to include:

Help sorting out branding/artwork (overall) (Priceless!)

Inclusion in our What's On this year guide in January (free for everyone we include)

A gearing up article in our Community News section in February (this is a call for sponsors to get stuck in) (half page worth £260/Full page £420)

Free Double page spread in April issue outlining details of the event and a push for tickets and really starting to get locals excited (worth £700)

Inside contents page lead image in April

Help with any board/poster design (again, priceless)

**Paid Element:**

Purchase of the June Cover. This price includes a Double page spread (£800+ vat if applicable) which then doubles as the program for the weekend itself. 13,000 copies of each edition is printed and distributed locally but we will ensure that there are a supply of extra programmes for the event itself. With the Fun Day, this was a very cost effective way of them getting the programme designed and printed cheaply whilst advertising the event at the same time!

The only thing we ask is for a cover package is purchased and that our logo is on alongside the main sponsors in print and on boards etc.

## **Minutes Tuesday 23rd November 2021**

Attendees: SB - RS (Zoom) – DO – RC – KF – RC – NC – DJ - JS

Apologies: JW – AS – AB – EH - DK

Absent: VW

Tonight's meeting was more of actions, reminders and cancellations so I have bullet pointed below:

- Floats cancelled due to insurance and RA.
- Village procession to go ahead with organisations. A Smith to contact organisations asap and report back at next meeting.
- Daytime entertainment 3 bands between 11:00hrs – 16:25hrs utilising new style marquee now booked. RC . VW
- Derby live screening 16:30hrs with other races being screened during the day from EPSOM.
- Jazz Band situated by the Bar.
- CF Big Band share main Marquee – RC - VW
- Gurkhas security cost TBC – RS
- MML costs TBC to the Committee – RS
- Beacon (security on site from Thursday - Sunday) RS – SB.
- Friday night entertainment secured (Burlesque) 18:00 – 23:00hrs
- Saturday evening entertainment (5 x Bands TBC) 16:30 – 23:00hrs
- Link up with London (BBC coverage) RS
- Fireworks – 22:30Hrs - AB
- Comms NC to launch website and contact Hellen Bird @ Village Eye to use the sponsorship offer for creating artwork for social media, posters, advertising (no homemade artwork) keeping branding in line and uniformed for all communications.
- MVP – DO contacted 67 market row stalls, 9 x catering outlets & 1 x fun fair food outlet (SB)
- Stalls £25.00 each – Food outlets TBC paying for pitches / commission basis.
- MVP to cover table and chairs (transport required).
- Insurance, SB to liaise with LH.
- Schools, KF reported all going well, contacting the Willink (Drama / Show) bunting, educational for St Mary's / St Johns.
- JS to create a golf side show / amusement
- Main Arena – (TBC)
- Power Generators, Cabling, Floor Plan. SB / RS to contact EH.
- RS to send G. Bridgeman Excel spread sheet for committee members to action their commitments & action points.
- Sponsorship – DO & NC awaiting to meet TAF.
- RBL to attend next meeting – PT & TT

Meeting Closed 20:50hrs, next meeting Tuesday 25<sup>th</sup> January 2022 @ H&G – 19:30Hrs

Can we all make sure over the following weeks and by the next meeting we have more confirmations of bookings as the event will only be 19 weeks till the day!

## **Agenda Tuesday 25th January 2022 – H&G – 7pm**

### **Apologies – NC**

- **\*\*Update SB\*\*** Capture updates before next meeting.
- MML – Costs..? update for timings on Friday & Saturday – RS / GB
- Afternoon Entertainment – RC / VW
- Richard Coles points to discuss below,

Wellington Riding School, Dog Display Team..? - RC

#### *1. Structure plan of the two days .*

*A. Primary importance is an accurate ground plan of the fairground , preferably , 1:500 or 1:1250 , and Up to date list of anyone using the stage( in agreement with MML ) or any Open air events - what times they want to set up , and where we should place them on the fairground .*

*Although somewhat premature for now , and will inevitably be added to, it will help in assessing any marquee , stage , or tent placements*

*B Present list of 'on the field' events including static displays*

*C. Present list of 'in air' spectacles! And appearance times if known yet*

*Any announcements to add to those known and planned , to me please! ,  
- some are planned already but as usual, most will be ad hoc .*

*A running order will be drafted for the afternoon obviously starting with the arrival of the Reading Scottish Pipes and Drums on to the field , a little after 12. Mid-day*

- Market Row / Food Vendors (Food Court), Booking form approval and timings- DO
- Catering pitch costs – Income DO
- Sanitation – P/O raised Telehandler (Fentons - AB – SB
- Procession – AB to report
- TAF sponsorship – DO / NC
- Comms - update - NC
- Schools – update – KF / JW / JS
- Share file – GB
- Village organisations update – AS
- A.O.B

## Minutes Tuesday 25<sup>th</sup> January @ H&G 7pm

Attendees: SB – AB – AS – RS – RS - DO – RC

Apologies: GB – JS – KF - NC

Absent: DJ – JW – DW - AH

**Resignation:** *Eric Howell – Simon Beard has had conversations with Eric regarding his resignation due to SMPC being obstructive with meetings and unhelpful with email communications. Eric has been a great asset to the Team with orchestrating VE 75, delivering the Pill Box restoration with minimal cost and sponsorship of materials from Englefield Estate, obtaining big ticket attractions, raising thousands of pounds of sponsorship and donations with local businesses to keep within budget for Queens 70th. Due to the resignation of Eric we face possible extra costs. I have said to Eric the door is always open and thank you for his valuable input and time over the past 2 years.*

Re – Cap – RS – RC (MML)

Friday evening – 1800hrs – 23:00hrs – Burlesque evening (MML) acts booked and TBA.

First Aider required for Friday Saturday– SB to confirm.

Saturday 11:00hrs – 23:00hrs

11:00hrs Village Procession – RC - AB

12:00hrs – 16:00hrs – Afternoon entertainment Music booked – RC Liaising with RS (MML) taking over @ 16:00hrs – 23:00hrs showing Derby live 7hrs of 7 x decades with live interaction TV link ups, video and Footage shown during the afternoon with fireworks @ 22:45hrs. Raffle to drawn after the Derby.

RS confirmed security is booked and will report to SB with costs of Stage, acts etc ASAP as costs are rising.

Ryan also mentioned due to increasing cost compared to 2020 VE75 with logistics, hiring of equipment, marquee, security, staff, Bar and acts an additional top up of seed money would be required / advisory for a safety net Circa £5,000 (along with additional sponsorship to be pursued)

First Aid booked Lyndsey Hood (Saturday First Responder) - SB

Fireworks to be sited on Cricket outfield & synced with London TV link up Fireworks on MML stage. AB / RS.

RC – P&D's – Jazz Band, CFBB in procession to liaise with RS (MML) using stage and bar area for Jazz.

### Comms - NC

My update is that I contacted Hellen Baird to progress the publicity material and am waiting to hear back.

Separately I had a call from BBC Breakfast just before Christmas about doing a feature, in response to the Mortimer Life web site. The feature was then put on hold but the contact remains.

KF – Schools and local groups to be involved with the procession?

There is no update since Christmas on the school's piece as nothing has changed here, largely due to school holidays. St Johns and St Mary's are still happy to be involved and the Willink reached out to the Sixth Formers to understand their appetite to be involved but unfortunately none were keen.

Next steps are:

- Gather learning materials for the schools to choose from about the Queen, her reign and the Jubilee
- Agree activities for the sports day and how this will run i.e. family events and adults only

Ryan & Richard to give draft running order at next meeting this may change as other attractions are confirmed.

Arena confirmed for Sports Day KF – JS – JW to organise with Schools for timings to be slotted into afternoon programme timings.

RC to contact Wellington Riding School, SB obtain Air Cadets details.

### **Volunteers**

DK communicated Glyn Townsend (Santas) have offered to be involved with marshalling (volunteering – 90 Volunteers) on Saturday, with additional staffing of the bar run by MML, it was agreed the Santas are given a % donation to their chosen charity – TBC with Glyn Townsend being invited to attend the next meeting 23.02.22 @ 7pm – H&G. DK to confirm invitation. (A suggestion the Scouts cater for the Volunteers, any acts or groups being paid to attend are excluded)

- Classic Car Show / Vintage Vehicles. SB to update next meeting.
- Toilets – Telehandler - Booked – RS to contact Dave Macateer.
- Skips SB to check with EH. (Hadleys - Dave Perin)

Tractor Club to be contacted SB to contact Pat Froom, RS to contact Bob's Tractor (Bramley).

Procession route for road closures AB to confirm and confirm the route already planned with RC.

- Beacon Lighting Thursday 2<sup>nd</sup> - Saturday 4<sup>th</sup> June at the end of the fireworks.RS

Market Row booking forms being sent out this week stalls set up by 11:00am and dismantled by 17:00hrs. AS liaising with DO booking for affiliate (local groups). MVP refreshment tent WIP

Food Court – awaiting further confirmation of vendors it was also agreed a £150.00 refundable rubbish clearance is applied to each vendor upon clearing their pitch at the end of the day once inspected.

RS to enquire with Crown Maqueez with regard £1000 deposit paid and reimburse.

Meeting Finished 21:00hrs

Next Meetings – Site Meeting: RS, AB, SB – Tuesday 1<sup>st</sup> February 10:30hrs

Full meeting: Wednesday 23<sup>rd</sup> February @ H&G – 19:00hrs.

### **Agenda Wednesday 23rd February 2022 – H&G – 7pm**

#### **Entertainment & Attractions**

MML – Concession Form – \*Friday night Entertainment/ Saturday daytime\*\* / \*Saturday Evening

Entertainment – \*RS / GB - \*\*RC / VW

Fun Fair – SB / RS

#### **Market Row – Food Court**

MVP – Concession's pricing and confirmations - DO / MML

#### **Safety & Security**

First Aid – RS / SB

Fire Safety – SB /RS

Security – MML

#### **Personnel**

Resignation – SB

Co – Option – SB

Volunteers (Santas) DK

#### **Monitory**

Budget (Seed Money) – SB

Sponsorship – SB

#### **Schools, Procession & Activities**

Schools – KF – JS – JW

\*\*\*Procession – AB – RC

Local organisations – AS

#### **Insurance**

SMPC

#### **Advertising**

Posters, Raffle Tickets

#### **Booked and Confirmed**

Toilets – Waste Disposal – Marquees – \*\*\*Vintage Tractors / Car Show – Fireworks

Telehandler – Saturday daytime AJ CFBB RSP&D

\*\*\*\*KF update: I have been pulling together some resources for the schools to share with them to help educate pupils on the Jubilee and have found some bunting suitable for decorating on Amazon. I'm going to continue to find materials for all age groups over the next week or so and then turn attention to organising the sports event.

\*\*\*Ivan Wise runs the Hatch Gate car Show. He very much wants to be involved with the event. EH (Volunteer).

## **Minutes Wednesday 23rd February 2022 – H&G – 7pm**

**Attendees:** SB, AS, AB, DO, NH, NC, DK, RC

**Late:** GB 7.45, JS, 7.30, DJ 8.00, RS 7.45

**Apologies:** KF

**Absent:** JW, VW

Market Row & Food Court - MVP

10 confirmed to date, slow take up but not unusual at this point in time.

Confirmation of T&C's concessions not confirmed to date, Fun Fair will provide a snack wagon and sweet stall based on 10% of takings (not profit) from Friday & Saturday (Paul Whittle – Whittle Leisure, contracts to be agreed between GB – DO.

MSC - £500.00, Hatch Gate - £150.00

All other vendors are on a spreadsheet via share point with T&C's

Safety & Security - MML

Lindsey Hood has moved and retired from his position as 1<sup>st</sup> Aider.

Gareth Lewis of Medricent has been approached and quoted £1650.00 to cover the weekend Supplying 2 medics + 1 fully equipped Ambulance on – site. RS to re – visit cost and report back within 48 hours Budget (£1300.00).

Dave Gregory to be approached as 1<sup>st</sup> responder, but not as 1<sup>st</sup> Aid

Andy Porter to be approached – NC / Wokefield HR to be approached – JS report back within 48 hours.

Fire Safety – SB has approached Mortimer RBFS and awaiting response.

H&S Officer to be appointed – DO to report back and confirm name.

Security – Gurkas – RS MML

Personal

Resignation Andy Hulley from Committee but is willing to volunteer.

Eric Howell resignation was due to barriers and email from SMPC and emails sent within the committee, main reason for the insurance with floats being approved for VE75 and not for Q70.

Co – Option – Nick Hearn to be involved with MML Gold – Silver – Bronze interna document MML Volunteers – DK to confirm (santas) back to RS

Finance & Sponsors

SB asked SMPC for a top up of £5k due to prices rising, SMPC voted unanimously with 1 abstention Due to conflict of interest (MML DK)

SB confirmed SMPC agreed at full council the seed money equates to a contribution and the objective is to return as much of the contribution as possible and should there be a surplus the Q70 committee suggest the organisations to SMPC.

SB confirmed he has approached TA Fisher through Stephanie Walmsley (PA) via cold call telephone conversation and followed up with a brief email of the event for sponsorship, this will be pushed to board level and awaiting a decision.

Englefield Estate, Hills Quarry, Day Aggregates, Lindum Construction, Waller Construction, Triangle Travel, The Village Eye, Spratley's of Mortimer, Earthline & De Vere.

#### Schools, Procession & Activities

KF sent a report in her absence and the committee agreed to give a £250.00 budget to purchase flags, bunting etc... for the village business and dwellings to decorate the village and the main stage, It was also agreed and proposed by GB, SB can top – up to £500 if required.

NC to ask Hellen @ Village to eye to design artwork for AO – A1 posters and PVC banners SB to obtain print quotes advise NC of dimensions – NC & DK to update all social media post with a count down 100 days to go utilising Village Eye, SMPC website & MVP via facebook.

#### Procession

AB to arrange bus & road closures, diversions for Saturday (Volker Highways signage) Access for emergency services for procession route. TVP have also been in contact and are aware of the event.

It was agreed all organisations have a cut off date of the 30<sup>th</sup> April and supplying lead name and details and amount of people attending in each organisation, AS – AB – RC.

#### Insurance

SMPC advised event insurance is £2k SMPC Clerk LH to re confirm costs.

#### Raffle Tickets

Queens Platinum Lucky Ticket! no raffle ticket (mechanics no form filling, winners responsibility to collect prizes utilising on the day screen, SMPC website and Village Eye, should prizes not be collected within 30 days, unclaimed prizes will be donated to local organisation. all details will be on the reverse of the ticket. (SB to obtain print quote)

#### Booked and Confirmed

Fireworks, it was agreed to spend an additional £150.00 for a finale union jack display timed by GPRS RS to sink music with Star fireworks

#### MML

RS apologised twice in the evening for being late.. and asked is the committee providing sufficient 1<sup>st</sup> Aid for the event, 2 x 1<sup>st</sup> Aider are need, either St John's Ambulance, Medicent, RS to go back to Gareth Lewis @ Medicent to ask for £1300 for the weekend as the budget.

RS continuing with event layout plan which will be written up by the sub – committee RS, SB, GB, JS, NH, KF & DK.

Saturday contracts TBC schedule on dropbox and the committee can state advertising the event in full i.e line up – 7 x decades of HRH reign 1 hour of each (SB is not an anorak)! All copy must be submitted to SB for approval.



- MML – GB & RS bar T&C's need to be confirmed and agreed (donation Air Ambulance) with the Santas.
- DK to agree T&C's with Santas for volunteering
- MML to be running Friday night
- Distribution of Bar Takings
- Santas may cause attraction with Burghfield to attend the event
- Need to know & understand MML & Santas expectations

#### AOB

- GB – Food concession agreement - contract in SMPC name & bank account details or MVP.? TBC DO – GB – SMPC Clerk to agree.
- Event supervisor required to have final say on what can / can't be done.
- Power supply – TBC for vendors DO – GB
- Prize draw pot £500 without a licence does not include donated prizes.
- Marquees – DO has 4 in total and at the present time has need for Market row & refreshment tent.
- NC relayed the Hurst Singers would like to be involved and will hand over to RC.
- JS may have other 1<sup>st</sup> Aid options
- Schools & Sports - KF ongoing and to update.
- Arena 3 sets of 40 minutes
- Tug O' War
- SB asked DO for the MVP to donate / sponsor the event , DO to put it towards the MVP committee and report back.
- Punch taverns (old name) have a Q70 budget with the possibility of some kind of contribution.

Meeting Closed: 20:56hrs

Next Meeting: Tuesday 15<sup>th</sup> March @ H&G – 19:00hrs

## **Agenda Tuesday 15th March 2022 – H&G – 7pm**

### **Attendees:**

### **Late:**

**Apologies:** AB- GB -

### **Absent:**

- Insurance

SMPC's insurance company, to try and establish if there will be any additional premium and there are a couple of things we need to consider/address that could affect this:

1. If there is any equipment that we are borrowing or hiring that we need insured we need to provide them with the details i.e. what it is, value etc. So far, I know we are hiring marquees, the telehandler and the skip – we will need to check their terms and conditions. I am not sure what else we are borrowing/hiring although some of those items may be covered by agreements with third parties i.e. MML organising the Friday night.
2. As you are predicting that over 1000 people will attend, the insurance company will need to see sight of the risk assessment before the event. Last night Steve Hill said he would help with this if needs be, and I have therefore copied him in. MVP have – or had - a very comprehensive risk assessment for the Fun Day which they maybe willing to share as a starting point.

This won't affect the premium, but we have also previously discussed the need for us to obtain copies of insurance certificates and risk assessments from any third parties involved. We have had some like the fireworks, but this will also apply to any concessions and third parties that are undertaking roles on our behalf – especially if they are being paid to do so.

### **Friday Night – Saturday Entertainment**

- MML costs and update
- Daytime music & procession entry details etc..– RC – AB – VW
- MML – Concessions / Bar (Santas) ?? – Friday & Saturday
- Schools – KF – JS – JW

### **Market row - Side shows**

- MVP update and Sponsorship - DO
- Local organisations - AS

### **Communication**

- Comms – NC

## Sponsorship & Advertising

- SB – Update

## Street Closures & Signage

- WBC - Reading Buses (Kevin Pinches – Service Support Manager) – Road Signage (Volker Highways [Stephen.fisher@volkerhighways.co.uk](mailto:Stephen.fisher@volkerhighways.co.uk)) - AB - RC

## Volunteers

- Santas – Volunteering. DK

A.O.B

## Minutes Tuesday March 15<sup>th</sup> H&G 7pm

**Attendees:** SB, AS, DO, RC, KF (departed @ 19:55), RS

**Late:** DK & his Dog 19:20hrs, GB with no Dog 20:30hrs

**Apologies:** NC, AB, VW, JS

**Absent:** JW, NH, DJ

**Beacon:** Lighting of the Beacon Thursday 2<sup>nd</sup> June (located at Mann's Farm) Lone Piper @ 19:00hrs – RC to arrange.

## Insurance:

Insurance required for Jazz Band

Risk Assessment: DO has documents for various activities, vendors, concessions to be placed under EMP = Jubilee Dropbox allowing The Clerk to access.

**Daytime:** – RC – AB – MML

Friday: – 18:00hrs – 23:00hrs – Burlesque Moulin Mortimer, Cabaret, Performance & Art run by MML

**Saturday: 11:00hrs – 23:00hrs**

**11:00hrs – Procession, Bands, Market Row, Side Shows – 16:00hrs – Cross over , Epsom Derby, Sports Day, Lucky Ticket Draw, 17:15hrs – Hurst Singers, Belle Canto followed by 60's theme**

**Act, plus one other TBC, 19:00hrs Live to London, 19:15hrs – 19:55hrs 80's theme, 20:15hrs – 21:00hrs pre headliner, 21:00hrs – Days Highlights, 21:15hrs 00'S – 10's theme, 21:30hrs - 22:20hrs**

**Headline "The Meanies" 10 piece band, 22:20hrs Present Day Link to back to London Live, extinguish beacon & fireworks.**

**Procession Route:** OUTBOUND: Assemble and load "The Road with no Name, Start at Groves Lea / College Piece 10.am, Proceed East along Victoria Road to the roundabout then turn right at the T Junction proceeding along West End Road, to the roundabout with Drury Lane, Turn right onto Stephens Road back to the departure point Turning right back onto Victoria Road Proceeding along The Street turning left at the War Memorial along Hammonds Heath Road, and on to the Fairground entering and proceeding to the Ring.

The route is now in situ, and it obviously affects all the signage, and road closures / bus route etc? (Rolling closure of course) We will need to provide transport from the fairground back to the start point sometime in the afternoon after the band have done. AB / RC talking to Volker Highways about signage, Volker will erect signage TBA? e mailed Stephen Fisher at Volker awaiting a reply.

Roads closed by early morning by 06:00hrs, procession starts at 11am – midday route 0.9miles. Closure signs warning prior notice WBC to advice.

(advertise road closures in Village Eye, SMPC Website, MVP etc..) **Nick Carter to advise.**

RC – In contact with TVP dog display team, Allstars, flyball & Rock choir.

**Schools:** KF sourcing staff from both Schools, **Fabric bunting (£193.50p) to be purchased and decorated by pupils along with nation flags (additional approved costs) for village decoration.** KF to contact LH SMPC Clerk to purchase directly ASAP from Amazon using SMPC credit card max expenditure £500.00.

What the activity is, How many people can participate, Is it a group, pairs or single person activity, Who can sign up? (Children aged x-y or adults only), How long will it take to run, How much will we charge to participate (£1-2 per person?)

What order do you propose we do them in.

**Jay to organise equipment, pull together schedule above, T-O-W etc.. firm up schedule, signing on form into school bag with news letter, contact Gareth Edwards (School Sports instructor) involvement with parents PTA fund raiser.**

**Market Row – Food Court:** 15 Stalls awaiting reply's slow uptake following up with affiliates, concession fees have changed to £50pp plus 10% commission of takings.. all 7 x vendors can be seen and accessed on drop box, Fun Fair to operate Friday & Saturday evening.

AS in contact with Julia co – ordinating and focus on local groups.

**Comms:** No update (**Lacking impact at the present time**) We have noticed there is a link back to an event on Mortimer Live which is a site owned by Nick Carter unlike the MVP which is owned by the village, this will be re – directed allowing the public

to an Q70 MVP event page. NC to concentrate on Editorials, News Letters

The committee nominated Poppy Smith and was seconded with a unanimous yes to take on the marketing and social media story, volunteers, update count down to the event, schedule for MML videos and stills etc..

**Fund Raising & Advertising:** Spratley's have donated £1000.00 + 2 x raffle prizes , Entric £100.00 – Baobab £50.00. COOP and Morrisons have been approached and are on – board and will probably offer high value

Food hampers TBC. De - Vere have replied and are on board (offer TBC), awaiting response from TA Fisher and MVP.

No news to date regarding aerial displays.

Lucky tickets was suggested we print 4,000 and sell @ £1.00 each, artwork for posters and signage to be started next week with Hellen @ VE. (SB)

Advertise QJ70 Linked up with BBC London Live.

**MML:** Contracts are / have been written and to be finalised GB / DO / - Catering payments to MVP, Concession fee + 10% comm, MVP to email MML (GB) – All artists are under MML and / in agreement with SMPC Clerk (LH)

Costing are required RS to communicate with LH to raise P/O's from SMPC. GB want's to see written contracts in hand, SB & RS would like SMPC and need quick reaction times 2 weeks prior to the event, coping with paperwork road closure letters to residents, noise monitoring to schedule and completed.

**Volunteers:** A Volunteer Manager is required. TBC.

Meeting Closed 21:05hrs. – Next Meeting Tuesday 5<sup>th</sup> April 19:00hrs H&G.

## **Agenda items Tuesday 5<sup>th</sup> April Meeting – 19:00hrs – H&G**

### **Check List Below:**

- Volunteers
- Risk Assessments
- PL Insurance
- Concession Booking Forms
- First Aid
- Security
- Road Closures & Times – WBC, Reading Buses, Volker Highways
- Marquees & Stage
- Toilets
- Waste Disposal

## **Thursday 2<sup>nd</sup> June – Beacon Lighting**

Fun Fair – Awaiting Confirmation - SB

14:00hrs Town Criers Proclamation - Confirmed – (MML Stage RS)

21:35hrs Piper – Confirmed

21:40hrs Bugler – Confirmed

21:45hrs Beacon Lighting (Positioning TBC)

Close.

**Friday 3<sup>rd</sup> June 18:00hrs – 23:00hrs – Burlesque Moulin Mortimer, Cabaret, Performance & Art run by MML – Confirmed.**

- Bar – MML - RS
- Food – DO
- Fun Fair – TBC – SB

## **Saturday 4<sup>th</sup> June**

### **Procession:**

- Route – Confirmed
- Road Closures 10:00Hrs -12:30Hrs – WBC, Reading Buses, Volker – AB, SMPC, EH
- Volunteers - ?
- Organisations – AS ?
- Vehicles – EH
- Procession Risk Assessment – AB

### **Daytime:**

- Market Row – DO
- Food Concessions - DO
- Village Organisations – AS
- Bands – Confirmed – RC
- Schools – Sports day Activities – KF, JS (First for Sports Gareth Edwards)
- Car Show – EH

- TVP dog display team, Allstars, flyball & Rock choir ? - RC
- Aerial Movements – SB
- Reading FC – SB
- Berkshire Rescue – SB

#### **Afternoon / Evening – MML:**

- MML - Costs ? – RS
- Fireworks - AB

#### **Sponsorship: SB**

*Confirmed: Village Eye, Spratley's, Triangle Travel, Hills Quarry's, Day Aggregates, TA Fisher, Englefield Estate David Cliff, Lindum Construction, Waller Construction, Earthline, De Vere.*

#### **Not Confirmed: MVP**

#### **Advertising: SB**

Artwork completion, Signage, Lucky Ticket

Printing – Correx Boards, PVC Banners, Various Posters – Cost £ - SB

Comms – Update NC – PS

**Minutes Tuesday April 5<sup>th</sup> H&G 7pm.**

**Attendees:** SB, RC, KF, GB, PT, NH

**Late:**

**Apologies:** JS, DO, AB, NC, AS, PS, DJ, RS

**Absent:** JW, DK, VW

Minutes received no amends.

**Insurance:** SMPC Clerk + RS MML reviewing event insurance arrangements for the whole weekend including hiring value of equipment. **ACTION**

**Volunteers:** Nick Hearn has become event Volunteer support Manager (VSM), sourcing and managing of volunteers over both days.

- 1 x Volunteer per 100 people required based on no more than 1,000 visitors at anyone time.
- Volunteers will register through "Sign – Up to support the Event. **ACTION**
- Action: Create link through Sign – Up – SB has actioned and created the link for Poppy Smith to administrate with Nick Hearn to Put out on all social media postings.. MVP, FB, SMPC.

**Risk Assessments + PLI's:** AB overseeing Procession and Road closures + MML conducting their own MVP (DO) is overseeing concessions + Market row risk assessment with Councillor Hill (SMPC R/A). **ACTION**

**Concession Booking Forms:** GB has drafted concession forms contract & given to (DO MVP) for review, awaiting Feedback.

First Aid, Security, Marquees, Stage Toilets, Waste Disposal – SB confirmed all booked

**Road Closures & Times:** – Closure Timings 10:00hrs – 12:30hrs - WBC, Reading Buses, Volker Highways – AB, EH, LH

SB advised a sub committee meeting for procession arranged for Thursday 7<sup>th</sup> April 16:30hrs to discuss next steps.

*Thursday 2<sup>nd</sup> June – Beacon Lighting – Confirmed Richard Coles to report back with finer details.*

*Fun Fair – Awaiting Confirmation - SB*

*14:00hrs Town Criers Proclamation - Confirmed – (MML Stage RS)*

*21:35hrs Piper – Confirmed*

*21:40hrs Bugler – Confirmed*

*21:45hrs Beacon Lighting (Positioning TBC)*

*Close.*

*Friday 3<sup>rd</sup> June - 18:00hrs – 23:00hrs – Burlesque Moulin Mortimer, Cabaret, Performance & Art run by MML – Confirmed by MML RS.*

**Action:** GB MML has confirmed the following and will appear in the next 2 x editions of the Village Eye DPS:



*"This is a licensed event and only alcohol purchased at one of the bars may be consumed on site" SB has sent to Hellen @ VE - 06.04.22*

- *Bar – MML - RS*
- *Food – DO*
- *Fun Fair – TBC - SB*

Saturday 4<sup>th</sup> June:

Procession:

- Procession Route – Confirmed along with road closure timings (*rolling road block*) also confirmed, submission to WBC.  
10:00Hrs -12:30Hrs – WBC, Reading Buses, Volker – AB, SMPC, EH
- Organisations, Market Row, Food Concessions, (DO MVP via email) advised Market row take up slow, and the Food concessions are in progress,  
Village organisations are being contacted and confirmed AS emailed, Daytime bands confirmed RC, all insurance details confirmed. EH Car Show  
Being processed.
- Schools, KF reported and advised School decorate your bunting has arrived, materials to be sent to Schols end of April. £250 remains for bunting &  
Flags for the Village. KF to use remaining budget with the above via The Parish Clerk.  
***Another £200 has been gifted / donated from an unknown source as a kind gesture NK advised.*** Once payment has been received an P/O for Union Jack  
Flags to be raised.  
**Sports** Jay to share proposed list of sporting activities on the day **Free to Enter** "Buy a drink at the Bar if you like".  
KF has been in contact with First for Sport (Gareth Edwards) to help with sport interaction before and on the day - **Action**

**Arena:** RC has contacted various organisations TVP dog display team, Allstars, flyball & Rock choir, **no response to date – Pending!**

Awaiting a response from RFC & Berkshire rescue - SB

**Air Display:** Awarded a Merlin Helicopter flypast, and now advise the following:

***Further to my email last week, I am writing to advise that unfortunately, 846 NAS are no longer in a position to support your event.***

***I apologise for any inconvenience caused & am re-trawling for support accordingly (though no promises can be made). I'll update you soonest.***

**BBMF Lancaster Bomber**

**Please find attached an official Allocation Letter and Terms and Conditions regarding your successful application for an RAF flypast at your event.**

**Please note the requirement to return a signed copy of Section 3 to us within 30 Days. A signed hard copy of this allocation is in the mail.**

**If you have other events which have requested support you will be notified around 2 months from the date of that event.**

- RC to contact Major Bruce Neeves RBL regarding a Chinook flypast. **Action**
- SB awaiting Berkshire Rescue and RFC confirmation
- NH to discuss a return shuttle bus service from Mortimer - Burghfield - DK to ask TK Travel.  
**Action**
- Age concern, PT has offered to provide refreshments seating etc.. for any senior citizen who attend – **Action agree with siting of seats and where**  
**Chairs will be sourced from along with speaking to Handy Bus.**

**Evening:** MML cost have been sent to The Clerk and Chairman @ SMPC, cost have been negotiated between RS & SB

**Projected income:** £31,900

**Expenditure:** (£38,519)

**Seed / Contribution:** £25,000

**Sponsorship to date:** £9,250

**Net:** (£2,300)

**The above based on 1000 attendance**

- SB to approach COOP & H&G with regard to obtaining on the day credit account for sourcing top up of supplies (Alcohol)

#### **Advertising:**

Final stages are in place for finalising artworks, Lucky ticket complete and signed off, correx , banners, posters.

Quotes equate to £375.00. a further 1000 Lucky tickets to be printed total 5,000 – with further printing of door drop A5 L/lets

Agreed Budget £650.00 for extra print & advertising. Signage, poster and Lucky ticket to be ready by Easter.

#### **Sponsorship:** SB

*Confirmed: Village Eye, Spratley's, Triangle Travel, Hills Quarry's, Day Aggregates, TA Fisher, Englefield Estate*

*David Cliff, Lindum Construction, Waller Construction, Earthline, De Vere, Horse & Groom, Entric Services, Baobab, Morrisons, COOP, awaiting confirmation*

*Of other sponsors.*

**Confirmed: MVP Declined**

**Comms:** NC has stepped down from his commitment and **Poppy Smith** has taken on the Comms for advertising with social media, **Sign – UP**

**For volunteers working alongside NH as EVM a link for QR code to be sent to Hellen @ Village Eye ASAP.**

**AOB: Meeting's will become fortnightly and agreed all Actions to be covered off by the next meeting.**

**Meeting Closed: 20:15hrs – Next meeting 19.04.2022 – H&G – 19:00hrs**

**Agenda UPDATE Items Tuesday 19<sup>th</sup> April @ H&G 19:00hrs**

**Check List:**

- **Event Risk Assessment:** Internal TO COMPLETED.
- **MML:** Events Licence, EMP, Security. Insured Friday & Saturday (SMPC one event insurance). Bar operations / Staff.?
- **Insurance:** MML in discussion with SMPC – to use an event insurance under writer. SMPC Clerk & Ryan Saunders.
- **Star Fireworks:** R/A Completed / Supplied.
- **Procession:** R/A Completed / Supplied.
- **Car Show:** R/A Completed – 30 Hi Viz Jacket supplied by Staceys.
- **Bus Route:** Closure confirmed.
- **Volker Signs:** TBC. EH – Steve Fisher waiting for WBC approval.
- **WBC:** Road Rolling Closures – SMPC Insurance, Event Form, R/A Completed for approval - Sent 14.04.22 to Heather Young - SB
- **Thames Valley Police:** In Attendance 5 PCSO's and 2 Vehicles.
- **Thames Valley Police:** R/A Completed sent with SMPC Insurance 14.04.22 to Dave Edmond Traffic Management Officer
- **Attendance:** Estimation no more than 500 - 1,000 at anyone time.
- **First Aid:** Medrescint – Booked – Awaiting PLI's. LH (Clerk)
- **Fun Fair:** £10 million Insurance, ADIPS and Risk Assessment, awaiting confirmation. SB
- **Volunteers:** Nick Hearn (Event Volunteer Manager) Confirmed.(Volunteers required for Procession & Volunteers). QR Code.
- **Social Media:** Poppy Smith / Nick Hearn (Facebook, SMPC & MVP, Volunteer Sign – up confirmed QR code in next issue Village Eye.
- **Schools:** Keeleigh Field / Jay Sylla (Bunting & Flags ordered) – First for Sport update.
- **Advertising:** Simon Beard, Lucky Tickets / Advertising Signage printed.
- **Lucky Tickets:** Distribution & Selling.
- **Procession:** Adrian Smith awaiting minutes from sub – committee, confirmation of local groups for procession.
- **Sponsorship:** £9250.00 to date.
- **Budget:** Circa: (£6500.00).
- **Arena:** TBC – SB

Updates:

- MML - RS
- MVP – DO
- Schools – KF
- Procession – AS
- Social Media – PS

A.O.B

**Minutes Tuesday April 19<sup>th</sup> H&G 7pm.**

**Attendees:** SB, RC, DK, PS, PT, (HB Village Eye)

**Late:**

**Apologies:** JS, DO, AB, AS, RS, GB, KF

**Absent:** JW, NH.

Minutes received no amends.

- **Event Risk Assessment:** Internal TO COMPLETED. SB to Action with committee.
- **MML:** Events Licence, EMP, Security. Insured Friday & Saturday (SMPC one event insurance). Bar operations / Staff.?

*Ryan Saunders reported by EMAIL: Coverage for bar staff will be Burghfield Santas and the Red Sky bar team. No major updates from MML other than we're all on track following approval of our budget at the past SMPC meeting. I will circulate a full bar plan to the committee at the close of this week for info purposes. I'm still firming up the last details for that, but am happy that all is in hand. MML's production risk assessment is complete and available. I don't need committee feedback on this, just sign off from you Simon prior to the event.*

*\*Dave Kilshaw to organise Power (MML) Hire 3 x KVA - 6KW Generators for the 3<sup>rd</sup> & 4<sup>th</sup> June TO BE ACTIONED*

*\*\* Concession charges to be agreed for power taking into account fuel prices increasing.*

- **Insurance:** MML in discussion with SMPC – to use an event insurance under writer. SMPC Clerk & Ryan Saunders.

*Ryan Saunders reported by EMAIL: The Clerk is away on hols until next week, so that can't progress any further until her return TO BE Actioned*

- **Star Fireworks:** R/A Completed / Supplied. **ACTIONED**
- **Procession:** R/A Completed / Supplied. **ACTIONED**

- **Car Show:** R/A Completed – 30 Hi Viz Jacket supplied by Staceys. **ACTIONED**
- **Bus Route:** Closure confirmed. **ACTIONED**
- **Volker Signs:** TBC. EH – Steve Fisher waiting for WBC **Awaiting Approval**.
- **WBC:** Road Rolling Closures – SMPC Insurance, Event Form, R/A Completed for approval - Sent 14.04.22 to Heather Young – SB – **Awaiting Approval**
- **Thames Valley Police:** In Attendance 5 PCSO's and 2 Vehicles. **ACTIONED**
- **Thames Valley Police:** R/A Completed sent with SMPC Insurance 14.04.22 to Dave Edmond Traffic Management Officer. **Awaiting Approval**
- **Attendance:** Estimation no more than 500 - 1,000 at anyone time.
- **First Aid:** Medrescint – Booked – Awaiting PLI's. LH (Clerk) **Awaiting Approval**
- **Fun Fair:** £10 million Insurance, ADIPS and Risk Assessment, awaiting confirmation. SB - **Awaiting Confirmation**
- **Volunteers:** Nick Hearn (Event Volunteer Manager) Confirmed.(Volunteers required for Procession & Volunteers). QR Code. **ACTIONED**
- **Communications & Social Media:** Poppy Smith / Nick Hearn (Facebook, SMPC & MVP, Volunteer Sign – up confirmed QR code in next issue Village Eye.

*Poppy Smith met with Simon Beard @ 4pm – 19.04. Poppy & Hellen (Village Eye) to work together with promoting and advertising on FB / Social Media using our*

*Local sponsors (SB TO SUPPLY PS & HB) FB pages with prior permission and pay for a FB BOOST W/E Friday 20/05. Send editorials / adverts to NWN, Get Reading, Reading Chronicle, BBC Radio Berks local media etc.*

- **Schools:** Keeleigh Field / Jay Sylla (Bunting & Flags ordered) – First for Sport update. *Keeleigh Field reported by EMAIL: Jay Sylla needs to update his position with Keeleigh for the sports day ASAP. Bunting and flags have been ordered, Keeleigh to contact the Schools after Easter and awaiting confirmation from First for Sport.*

*Richard Coles to confirm back to KF for performance's on the fairground on the day organised by Richard? If so we will need an arena space / fence?*

*Simon Beard has spoken to Angus Hodge @ Brocas Farm and he is looking into supply wooded stakes and rope to create a full size arena – TO BE ACTIONED.*

- **Advertising:** Simon Beard, Lucky Tickets / Advertising Signage printed. **ACTIONED**.
- **Lucky Tickets:** Distribution & Selling. *Distribution and selling of tickets can begin to take place we require Volunteers from SMPC and the committee to give up their time to sell to family & friends and more*

*Importantly outside Morrisons & the COOP "Lucky tickets are a main source of revenue" TO BE ACTIONED.*

- **Procession:** Adrian Smith awaiting minutes from sub – committee, confirmation of local groups for procession. **Received**  
Committee agreed to invite Neil Johnson (1<sup>st</sup> Mortimer Scouts) to the next procession sub – committee meeting to ask His advise on how to plan the parade

*Within the procession i.e Remembrance Sunday. TO be ACTIONED. RC*

**RBL:**

- *Paul Tomlinson confirmed The Handy Bus is booked to transport the "The Golden Retreats" to the Event and awaiting cost / confirmation from Age Concern. Awaiting Update.*
- **Sponsorship:** £9250.00 to date.
- **Budget:** Circa: (£6500.00).
- **Arena:** SB Contacted Angus Hodge as above – TBC.

Updates:

- MML – RS – As above.
- MVP – **Doug Overett reported by EMAIL:**

**Market Row:**

Bookings currently stand at 28 with 1 pending.

Out of these there are 7 MVP Affiliates (ie local groups / charities) and the rest are commercial traders.

We visited the Mortimer Emprium event to try to secure more traders and also have exchanged details with Theale Parish Council who are running an event on the Sunday to see if any of those traders wish to "do" Mortimer on the Saturday.

None of the 7 Affiliates are running "activities" , all are just doing promotion stalls.

Of those 7 only the British Legion would typically run an activity (usually ran the Skittles, borrowed from scouts).

Danusia Morsley has shared with Adrian those people who have run "activities" in the past.

**MVP Refreshment Tent**

All in hand. It appears most of the supplies will need to be purchased commercial with exception of donation from Morrisons of tea & coffee.

All equipment has been identified as available (Water Urns, Water carriers, Tables & Chairs, Card Reader for card sales, Float)

Volunteer Rosta almost complete. *Doug can you share and elaborate on Volunteer Rosta to help on the day overall.?*

Risk Assessment is being updated and Public Liability Insurance expires this month and we are awaiting new certificate. Both will be on the Dropbox with other concessions.

## Catering Concessions

**Documentation** is all held on the Jubilee Dropbox. Contrary to Stephen Hill, we have never had to print / submit these but merely take a screenshot of where it is located within the overall R/A and confirm to insurers its in place... They don't ever want to trawl through hundreds of pages of liability insurance forms.

Current status is as follows:

		Risk assessment	Insurance	Food Hygiene
Mortimer Sausage Company	Sausages and Burger	Y	Y	Y
Arborfield Bouncy Castle	Hog Roast	Y	Y	Y
The Hatchgate	Indian	Y	Y	Y
Elle Jades kitchen	Veg / Vegan	N	Y	Y
Horse & Groom	Pizza	N	Y	N
Fun Fair	Burgers & Various	N	N	N
Cafe2U	Coffee van	N	N	N
Sir Whippy	Ice Cream Van	Y	Y	Y
MVP Refreshments	Tea Tent	Currently being updated	being renewed	N/A

**Power Requirements** have already been advised to Dave K & Ryan S, who propose that a generator will be needed. I will leave them to try to book same and advise costs. I will increase fees to the "main offenders" for use of power although depending upon Gen cost it is possible we won't recover the full cost.

**\*Power Requirements:** Dave Kilshaw to organise Power (MML) Hire 3 x KVA - 6KW Generators for the 3<sup>rd</sup> & 4<sup>th</sup> June **TO BE ACTION. DK**

**\*\* Concession charges to be agreed for power taking into account fuel prices increasing once Hiring is confirmed MVP to send out costs.. suggested power**

**Hire costs should be split between the concession plus a power charge i.e additional £25.00 per pitch. TO BE AGREED.**

		Appliances	Power Requirements	Risk assessment	Insurance	Event Register
Mortimer Sausage Company	Sausages and Burger	3 x New Items B 3 x New Item Marie	None	Y	Y	Y
Burghfield Bouree Centre	Hot Stand	Stove for food	3 x 13amp 100W	Y	Y	Y
The Handbags	Tables	3 x 40watts (30watts New mostly) 1 x 40watts 1 x 40watts 1 x 40watts	10 amp 111V	Y	Y	Y
Elle (Jellys Kitchen)	Hot 2' Stand	None	None	Y	Y	Y
Helen & Graham	Flora	Electric Kettle, Pump, Stove, Lighting	"No load" 10 amp	Y		
Fun Fun	Burger B. Kettle	None	Stand phone 11			
Lafolia	Coffee van	None	Stand phone van			
For Muggys	Hot Stand 100w	None	Stand phone van	Y	Y	Y
MML Multi-Use Centre	Hot Stand	3 x 10w	2000 - 2000W 1 100W - 100W	Currently being used/being removed	Y/N	

### *Additional information:*

- *SMPC Chairmans allowance £250.00 to print and distribute insert flyers for the Village Eye 4000 copies to cover Mortimer & Burghfield.*
- *June Copy Date for VE 10<sup>TH</sup> May.*
- *VE May edition out next week*
- *MML credit account with COOP*
- *Bar Build Thursday night Hellen to decorate back drop David Cliff sponsor.*
- *Hellen to organise a meeting with Poppy regarding Volunteer page SIGN – UP.*
- *Excel Spread sheet to be completed and utilised for groups, organisations and vehicles wishing to take part in the procession, spreadsheet Is in circulation and needs to be utilised.*

A.O.B – Nothing to report.

**Meeting Closed 20:10hrs – Next Meeting Tuesday 3<sup>rd</sup> May 19:00hrs @ H&G**