



EAST PECKHAM PARISH COUNCIL

The Parish Office, East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent
TN12 5BT

Clerk to the Council, Miss. E. Ellis, Telephone/answerphone: 01622 871309

Website: www.eastpeckham-pc.gov.uk

Email: councilmanager@eastpeckham-pc.gov.uk

Twitter @East PeckhamPC

To Members of East Peckham Parish Council's Events Sub Committee Meeting

You are requested to attend a meeting of the committee on **Tuesday 21st February 2023** at 6.30 p.m. in the Meeting / Committee Room at the Jubilee Hall, Pippin Road, East Peckham, TN12 5BT.

16th February 2023

J. Perretta

Assistant Clerk of the Council

Minutes

1 Apologies for absence:

Present ; Cllrs L. Browning, M. Barton, D. Seal, M. Joannes Assistant Clerk.

Organisations present :WI, Salvation army, methodist church, dog training/agility, stall holders, 2x residents.

2 To approve the minutes of the meeting held on 17th January 2023.

Proposer – L. Browning

Seconder – M. Barton

Show of hands.

3 Kings coronation -

3.1 **To discuss and resolve budget** – It was resolved to agree the annual budget is £8,000. It was agreed to defer budget for this event to the next meeting once sponsorship and any funding is confirmed.

3.2 **To discuss and resolve road closures.** Assistant Clerk has confirmed this has been applied for. Reference number RCP000067

3.3 **To discuss and resolve numbers of stalls – It was discussed and agreed we will consider more stalls.** These are to be local businesses and not duplicate products. Food stalls have been informed the PC require a copy of public liability and food ingredient labels on every product sold.

A resident has requested a stall to make and design mugs, plates, tea towels exclusive to EP to sell at the coronation event. Designs will be presented at the next meeting.

It was agreed the catering contractor would self-manage the afternoon tea event which will consist of a fixed priced tea/ and or with prosecco. This will include access to entertainment arena. Tickets will be sold by L. Browning.

All agreed.

- 3.4 To discuss and resolve merchandise for the event-** It was agreed by all we would purchase medals, bunting, additional fencing (dog agility), sweets.
- 3.5 To discuss and resolve job roles and responsibilities** – Deferred.
- 3.6 To discuss and resolve entertainers/costs and confirm bookings** – It was discussed and confirmed the event will have Dog agility, Boys brigade (splat the rat + wet sponges), steam train, samba band £350, Jazz band £300, Kent gymnastics, punch and Judy £300, classic cars, russet players. It was agreed by all present we would proceed in getting quotations to hire tables and chairs, a photo booth with fancy dress costumes.
- 3.7 To discuss and resolve games and any purchases needed** – It was agreed L. Seal would manage the race track games and purchase the sweets herself, to be reimbursed by council.
- 3.8 To discuss and resolve DJ and costs.** It was discussed and agreed we would proceed with the booking of a DJ at the cost of £120.00. It was agreed we would get quotations for a PA system to be hired or purchased.
- 3.9 To discuss and resolve advertising and sponsorship** – L. Browning confirmed interest shown regarding sponsorship from local businesses. Update to be at next meeting.
- 4 To discuss and resolve any quotes, costs, expenses presented to secure bookings** – Deferred to next meeting.
- 5 Any other matters to be discussed at the next meeting** – quotes, sponsorship, confirmed entertainers, confirmation of vendors and vendors fees.

Next meeting date

To agree next meeting date – Thursday 23rd March 2023 at 6.30pm