## OXTED PARISH COUNCIL QUEEN'S DIAMOND JUBILEE COMMITTEE

## Minutes of the Meeting held on Friday 11<sup>th</sup> May 2012 at 5pm in Jack Farrell Room, Tandridge District Council Offices, Station Road East, Oxted

Present:

Councillors:

Mrs S Hayward (SH) Mrs D Wallace (DWa) Mr R Wingate (RW) - chair

## In attendance: Mr D Johnson (DJ) - Locum Parish Clerk

Item		Action
1	Apologies for absence	
	Apologies were received from Mrs L Parker, who was on holiday.	
2	Declarations of Interest	
	No declarations of interest were made.	
3	Public Session No members of the public were present.	
4	<u>Minutes</u> The Minutes of the QDJ meeting held on 27th April 2012 were approved.	
5	Picnic in the Park5.1 Final slot for the Jazz Band was approved; their fee will be £400. DWa to confirmthe name of the band to the Locum Clerk.In addition, SH suggested that Andrew Dore, supplier of the staging (who is notcharging) be given a case of wine in appreciation. The Committee approved this upto £50.DWa suggested that the Opening Ceremony participant be given a bottle ofchampagne. This was approved up to £30. The cost of the advert for the OpeningCeremony competition was approved at £50. SH to draft the advert for Committee'scomments.	DWa
	Helpers during the event, previously agreed to be Hurst Green Scouts, the Committee approved an additional donation of £50 for their help as car park stewards. Litter-picking, previously agreed to be Oxted Girl Guides, the Committee approved a donation of £50. The Chamber of Commerce have agreed to supply the bunting. Wording of the invoice to be agreed with the Clerk to ensure VAT rebate of up to £85. 5.2 Stage set-up. SH has drafted a detailed schedule for the set-up and dismantling of the stage; need to allow more time, i.e. earlier start to the day. A sound check for all performers to be offered from 1pm on the day and DWa said it was suggested that the bands be briefed a day or so beforehand. DWa will try to book the Cricket	DJ/DM DWa
	<ul><li>Pavilion for this, at no cost. If not, the fall back would be to book the Community</li><li>Hall for the briefing. The Committee approved the cost of £25 for the Community</li><li>Hall, if this is needed.</li><li>5.3 Agree programme. DWa said that this was largely in place, but she just needs to</li></ul>	DWa

	agree the actual timings with Idol Hands and the A capella singers. DWa also	
	agreed to establish how long MRB required o setup the sage and sound system and	
	to advise SH.	
	The design of the programme to be a single sheet of A5, printed on both sides. SH	SH
	has an estimate for 500 copies of £150 for A4 folded to A5, so actual cost likely to be	
	less than this. The Committee approved the cost of the programme of up to £150.	DWa
	SH to circulate the estimate. SH has drafted the layout and initial wording. She will	
	circulate these to the Committee for comment.	
	5.4 Agree proposed layout in Master Park. A plan needs to be drawn up and DWa	DWa
	will do one for the car park area.	Diriu
	5.5 Rope & stanchions for the car park. SH has suitable coloured tape and road	
	posts and will supply these. DWa will speak to Tony Batchelor about supplying	SH/DWa
	these.	SIYDWa
	5.6 Logistics. SH is doing a detailed schedule & timings for the full set-up and	
	dismantling, i.e. up to 2pm and after 6pm on the day. DWa will do the detailed	SH/DWa
	schedule and timings for the formal programme of events, i.e. between 2 & 6pm.	
	These draft schedules to be circulated to the Committee by Wednesday 16 <sup>th</sup> May.	
	5.7 Financial summary to be redrafted in the light of the additional funding agreed	DIAT
	by the Committee today.	RW/DJ
	5.8 Any other issues. Insurance Cover & Risk Assessment. A number of participants	
	have confirmed Public Liability insurance; Food Hygiene certificates; MOTs etc.	
	However, these all need to be copied and forwarded to the Clerk as soon as	ALL/DM
	possible.	
	The quote for OPC's Public Liability cover is £150; it is possible that might increase	
	once cover details are confirmed. Therefore, the Committee approved the cost of the	
	premium up to £250, if this is needed.	
	RW has drafted the Risk Assessment, although the criteria for some elements are	
	not clear. As this formal assessment must be urgently completed and kept on file	
	before the event, RW to circulate the draft to the Committee and then the final	RW
	version to be sent to the Clerk by Friday 18 <sup>th</sup> May at the latest.	
	In the meantime, SH agreed to print off a number of direction signs for use in the	
	dar park and the reserved area near the stage.	SH
	The Committee agreed a budget of £200 for contingency costs on the day. All such	
	payments to be covered by receipts.	
	It was agreed that an informal meeting be held prior to the event to go over any	
	last-minute practical arrangements. This meeting to be held at DW's house on	
	Wednesday 30 <sup>th</sup> May 2012 at 5.30pm.	
6	Plan for Commemorative Events	
-	Due to the shortage of time, this item was held over for the next Committee	
	meeting.	
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7	Matters for inclusion on future agenda	
	Review of the Picnic in the Park	
	Commemorative Events	
	The next meeting will be arranged for a date following the Picnic in the Park event.	
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There being no further business to discuss the Chair closed the meeting at 6 45nm		
There being no further business to discuss, the Chan closed the meeting at 0.45pm.	There being no further business to discuss, the Chair closed the meeting at 6.45pm.	