

QUEENS JUBILEE 2022 WORKING PARTY

DRAFT Minutes of the meeting of the **QUEENS JUBILEE 2022 WORKING PARTY** held at 10.00am on 31st March 2022, via zoom conferencing.

Present: Councillor H Jones (Chair), P Windsor (PW) (Inspire All), Cllrs C Diskin (CD) & S Khawaja, S Nagler(SN) & P Glover.

Officers: P Evans (PE)(Council Manager) & M Duong (MD) (Asst Manager).

1. Welcome & Apologies

H Jones welcomed everybody especially H Lappert who has agreed to lead the Community Choir at the beacon event.

There were apologies from S Wilson, Bor Cllr L Selby & J Caplan.

2. Agree the minutes of the meeting held on 3rd March 2022.

These were agreed.

3. Sale of tables update.

PW stated that 43 tables had been sold so far. MD added that there were now posters on the noticeboards so those not using social media were aware. PW asked that we continue putting posts on social media as this seemed to generate another bout of bookings.

4. To update the action plan.

At this point H Lappert was invited to speak regarding the community choir. H Lappert stated that she was prepared to lead the choir. It would need probably a couple of rehearsals. Other ideas discussed;

- Which arrangement to use – there are three to choose from. It was **agreed to use the one with the backing track – this will be sent to PW who will use the DJ equipment to broadcast it.**
- How do we get volunteers – **APC will put on social media, noticeboards and contact clubs and religious groups (this will include link to music, requirements for rehearsals and date/time of event. Will let PE know.**
- **Helen Lappert to tell PE when rehearsals should be – PE to check if Douglas Hicks room available.**
- **PE will set up 'What's App' group and this is how people will be advised of event etc.**
- Helen Lappert asked if they can meet in Tabard RFC before going on stage – **PE to check.**

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Helen Lappert was thanked for her input and she then left the meeting. HJ then went through the action plan.

5. Anything to be added to the action plan.

- Programme – draft done – send to Caprin to design – MD to circulate
- Tables – add sponsors tables – MD check with them how many they want – maximum two.
- Check who wants stall on Sunday – Guides have agreed so far – **PE/PG to contact scouts.**
- Toilet requirements for Sunday – **PE to see if Radlett Centre can be opened – CD/HJ to see if shops/Red Lion will allow residents to use their toilets on the day.**
- Police cover – **PE to check who is on that day**
- MC for Sunday – do we need someone?

6. To update the budget

PW stated that the application for a grant from the Arts Council had been unsuccessful. MD stated that this would have an effect on the budget.

HJ added that Beaver Travel had pledged £400, and MD reported that J Apthorp had donated £2,000.

Expenditure was approximately £10,000 for Thursday and £14,000 for Sunday.

It was

Recommended that the Council carry forward any underspend in the events budget from 2021/22 to underwrite the Queens Jubilee budget if the income from stalls, tables and fairground rides was insufficient.

7. Date of next meeting

28th April 2022 – 10.00am – zoom.

There being no further business the meeting closed at 11.22am

Chairman

Date