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Minutes of **The Queen's Platinum Jubilee 2022 Working Group** meeting held on Wednesday 23rd February 2022 at 8pm at
Wootton Community Centre, Harris Way, Wootton.

Agenda no	Agenda item title	
TQPJ22/001	To elect a Chairman of The Queen's Platinum Jubilee 2022 Working Group. A nomination was received on the evening in favour of GL. Resolved that GL be appointed Chairman for the duration of this working group. Proposed: SO. Seconded: JN. Resolved by all present.	Local Government Act 1972, Part 1, s15 (1).
TQPJ22/002	To elect a Vice-Chairman of The Queen's Platinum Jubilee 2022 Working Group. A nomination was received on the evening in favour of SO. Resolved that SO be appointed Vice-Chairman for the duration of this working group. Proposed: JN. Seconded: GL. Resolved by all present.	Local Government Act 1972, Part 1, s15 (6).
Open Forum	There were three members of the public present who wished to join discussions and observe the meeting. Two were building the brazier/beacon and a third offered help with music and PA support. There were no other members of the public or press present and so the meeting continued without adjournment.	
Present	Gareth Lloyd (GL – parish councillor, in the chair), Gerald Bygraves (GB – parish councillor), Jeff Noakes (JN – parish councillor), Stuart O'Dell (SO – parish councillor) and Keith Randell (KR – parish councillor). In attendance: John Wheeler (HW – parish councillor). JW is also the Borough Councillor for Wootton. Also in attendance: Sue Edgar Playford (SP - Clerk to the Council and Responsible Financial Officer).	

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Absent (no apologies received)	Justin Lennox (JL – parish councillor).		
N/A	Around the table introductions then followed. It was noted this working group was seeking to deliver a brazier/beacon lighting event to commemorate The Queen's Platinum Jubilee, on Thursday 2 nd June 2022.		
Agenda no	Agenda item title	Resolution	Action
TQPJ22/003	Apologies for absence. None.	N/A.	N/A.
TQPJ22/004	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
TQPJ22/005	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. None.	N/A.	N/A.
TQPJ22/006	To determine a timetable of activities for the planned brazier beacon event (2nd June 2022) and to make recommendation to Full Council as necessary.	After discussion the following was noted: • Live music would take place between 7.30pm and 9.45pm (at which time the brazier/beacon would be lit – in conjunction with others across the country). GB agreed to liaise with one member of the public present to secure the act/band under contract to the parish council; • Once lit it was hoped the act/band would play the National Anthem; • Any further activities would be secured once costings were known in relation to the live music aspect; • Two members of the public confirmed they were on course to deliver the brazier/beacon and it was noted the post would be installed first, on Monday 30th May 2022, to account for any unforeseen circumstances. A further resident had offered use of a ground drilling machine to aid installation. The brazier/beacon would be added separately and wood off-cuts would be used to light it. Lighting would require use of a JCB bucket for	All to note/take forward.

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		safety. Once installed, bracing would be added plus fencing to anchor/secure the structure. The same members of the public/further resident would oversee all aspects; • The structure would then be removed and stored after the weekend, before its potential relocation to the Berryfields/Fields Road roundabout; • All were invited to attend a site visit on Monday 28th February 2022 at 4.30pm to determine the final location at the recreation ground, Church Road; • D&G Noble would be asked if they were able to supply the same lorry as used for the annual Fun Fest (at cost if necessary); • JW agreed to speak to a number of potential suppliers of food (burgers, ice creams and cakes/teas); • JW would secure the necessary entertainments/alcohol licence which would enable the Fox and Duck PH to have a beer garden; • JW agreed to source portable toilets; • GB would investigate act/band power requirements in order to better determine generator requirements.	
TQPJ22/007	To determine whether any village organisations or individuals should be invited to join this working group and to make recommendation to Full Council as necessary.	It was noted any organisations or individuals should detail how they wished to be involved either with this working group, or the event itself.	All to note.
TQPJ22/008	To consider advance publicity and to make recommendation to Full Council as necessary.	After discussion the following was noted: • Posters/publicity would be taken forward once the act/band and any other potential activities had been secured. The evening would be advertised as a family picnic event	All to note.

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		with music from 7.30pm – 9.45pm, ahead of the brazier/beacon lighting event.	
TQPJ22/009	To consider all insurance requirements (including any possible additions to the current policy) and to make recommendation to Full Council as necessary.	Agreed to carry this agenda item forward to the next meeting of this working group.	SP to take forward.

Meeting closed at 8.25pm.

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