



WOOTTON PARISH COUNCIL



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Minutes of **The Queen's Platinum Jubilee 2022 Working Group** meeting held on Wednesday 25th May 2022 at 7.55pm at
Wootton Community Centre, Harris Way, Wootton.

Agenda no	Agenda item title		
Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.		
Present	Gareth Lloyd (GL – parish councillor, in the chair), Mark Atkins (MA), Jim Collier (JC), Nick Houghton (NH), Jeff Noakes (JN – parish councillor), Stuart O'Dell (SO – parish councillor) and Keith Randell (KR – parish councillor). In attendance: John Wheeler (JW – 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).		
Absent (no apologies received)	Justin Lennox (JL – parish councillor).		
Agenda no	Agenda item title	Resolution	Action
TQPJ22/025	Apologies for absence. Gerald Bygraves (GB – parish councillor).	Noted for the minutes.	SP to keep on file.
TQPJ22/026	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
TQPJ22/027	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.

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TQPJ22/028	Minutes of previous meeting. <i>Minutes are published on the Wootton Parish Council website: https://wootton-pc.gov.uk/parish-council/minutes/.</i> Members of The Queen's Platinum Jubilee 2022 Working Group are asked to receive and adopt the minutes of The Queen's Platinum Jubilee 2022 Working Group meeting held on 27th April 2022.	Resolved to receive and adopt. Proposed: SO. Seconded: KR. Resolved by all present.	SP to keep on file.
TQPJ22/029	To continue determining a timetable of activities for the planned brazier beacon event (2nd June 2022) and to make recommendation to Full Council as necessary.	<u>Brazier/Beacon</u> • GB and JC would provide firewood with help from the Helliwell's. • KR would bring a ladder on 31st May to help with installation and JC was providing struts to secure the structure. • Fuses would be ordered to light the brazier/beacon. • After drilling, the dirt would remain on site to be used to infill the area when the structure was taken down. • JW would chase Goodmans re the fencing. • Once dismantled, the post would be stored at the changing rooms (recreation ground). • NH would store the brazier/beacon and clean/re-paint it. • NH and MA would provide fire extinguishers in case of need. <u>Food/Drink Provision</u> • JW would confirm a further stall selling appetisers (in addition to Dave's Snax and Ice Cream Joe). • Alcohol/Entertainments licences had been secured. <u>Generator</u> • The generator was in working order and would be collected imminently by MA.	All to take forward.

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		<u>Live Music/Acts</u> - It was noted the official event anthem was Sweet Caroline and it was hoped Rhythm Junction could perform it. If not, MA would play the track. <u>Lorry</u> - SO confirmed all was in order. <u>Portable Toilets</u> - SO agreed to send the invoice to SP for processing. <u>Other</u> - In addition to two refuse bins, a litter pick would be carried out and SP agreed to order tools and refuse sacks. - Gates coverage for Wednesday and Thursday (in the absence of the caretaker and usual cover) was confirmed as follows: - BH to open Wednesday/Thursday am; - KR to close Wednesday pm; - SO to close Thursday pm.	
TQPJ22/030	To consider advance publicity and to make recommendation to Full Council as necessary.	SP had forwarded the press release to a number of organisations including BBC and ITV local news/BBC Three Counties Radio and the Times & Citizen. The banner would be relocated to the top of Fields Road, by the double mini roundabouts and the event had been publicised on local Facebook pages.	KR and SP to take forward.
TQPJ22/031	To consider all insurance requirements (including any possible additions to the current policy) and to make recommendation to Full Council as necessary.	No special measures were required.	All to note.

Meeting closed at 8.40pm.

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