

## LUDGERSHALL TOWN COUNCIL



**Minutes of the Civic Events committee held on Thursday 12th April 2018 in the Town Council Office, 22 High Street, Ludgershall at 19:00pm.**

<b>Present:</b>	Cllr CA Allan in the Chair	Cllr J Langley
	Cllr M Giles	Cllr B Dance
	Cllr V Dixon	Cllr C Giles
	Cllr AKJ Pickernell	Cllr N Allingham
<b>Absent:</b>	Cllr M Williams	Cllr D Downie
	Cllr J Hollis	

	<u>Agenda Item</u>	<u>Action</u>
<b>80/17-18</b>	<b>1. Apologies</b> were received and accepted from Cllrs J & O White (family matters), Cllr CD Allan (work) & Cllr B Cordery.	
<b>81/17-18</b>	<b>2. Declaration of Interest</b> – none.	
<b>82/17-18</b>	<b>3. Minutes</b> of previous meeting have been circulated and ratified at Full Town Council. Cllr CA Allan may have sourced Police dog display, the Clerk confirmed that the previous Gun Dog display would not provide their own insurance and LTC insurance does not cover independent persons and the owners of any animals they must have their own Public Liability insurance.	
<b>83/17-18</b>	<b>4. Christmas Lights</b> – Clerk confirmed they have been ordered, Cllr CA Allan showed the superimposed photo of the new lights to the committee.	
<b>84/17-18</b>	<b>5. Easter 30th March 2018 – round up</b> – Cllr CA Allan thanked everyone that helped and said she had heard nothing but good comments and that all enjoyed the event. The Disco/DJ was particularly good. The Clerk reported that considering this event is put on free the committee have only made a loss of £10.40. All agreed this was an event to continue with in the future.	
<b>85/17-18</b>	<b>6. Summer Fete – June 9th 2018 –</b> <ul style="list-style-type: none"> <li>• <b>Public stall list</b> – Cllr CA Allan has a potential 40 stalls signed up, Clerk now to email out forms. There will also be Face painting, Candy Floss, Ice cream van, Petting Zoo (costing £60), Archery, 3 bouncy castles &amp; a beer and soft drinks tent supplied by the Crown. All</li> </ul>	Clerk

	<p>those stalls charging for use will be giving a donation to LTC at the end of the event.</p> <ul style="list-style-type: none"> <li>• <b>LTC stall list</b> – The committee discussed and agreed that LTC will run the following stalls; Smash the China, Coconut Shy, Bottle bags, Bottle Tombola, BBQ, Quality Junk Stall &amp; the Dog Show. Costs will be approx. £100 on the Tombola/bottle bags, £30 on coconuts, £220 on BBQ, £25 on rosettes, £60 for hire of 4 tents (as 26 do not have the man power at that time to help) &amp; £240 on event toilets. The Clerk has tried to source first aid but this is proving too costly, she will continue to search, however, Cllrs suggested speaking to local people with first aid training. A request for more china and bottle gift bags will go out. Castledown FM will be transmitting live links and will provide pa for the singers. Events in the main arena will be Rock Choir (costing £90), Show off Dance, Kick Boxing &amp; Boot Camp. The dog show will have at least 7 classes and will have its own arena.</li> <li>• <b>Volunteers to set up &amp; pack away</b> – the Committee agreed that all helpers on the day would help from start to finish.</li> <li>• <b>Programme update</b> - A programme is in progress Cllrs have acquired promises of £110 worth of adverts so far, going to keep it at no more than 12 pages, cost of 100 to print is £100 and the selling price was agreed at £1 per programme. A Ticket number will be added for a raffle. The programmes are intended to be sold prior to the event, and on the day each LTC stall will have some to sell. Clerk to check what needs to be put on to agree with LTC’s lottery license, for the raffle. The committee discussed how many to produce, 200 was agreed.</li> <li>• <b>Donations for raffle/tombola</b> – committee decided not to ask for donations for the tombola but to fund from the Civic Event budget. They discussed getting 4 larger prizes for the programme raffle, 2 are already sourced.</li> <li>• <b>Polo shirts for LTC volunteers</b> – the committee discussed - Knights Tailors have offered to embroider LTC crest on to shirts for £5 if they can advertise on the back and LTC provide the shirts. Clerk will source navy polo shirts for under £5 and then ask Cllrs for sizes, will order and Cllrs to pay for shirts themselves.</li> </ul>	<p>Clerk</p> <p>Clerk</p>
86/17-18	<p><b>7. <u>Future Events:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Arts and Crafts</b> – put on hold.</li> <li>• <b>Remembrance Sunday</b> – Clerk to start road closure</li> </ul>	

	enquiries. Cllr CA Allan has spoken with Castledown FM, as they cannot help this year with the outside broadcast. They have provided all information needed and Cllr CA Allan has spoken with BFBS. Awaiting confirmation.	
<b>87/17-18</b>	<b>8. <u>Agenda Points to be discussed for next meeting</u> –</b> <ul style="list-style-type: none"> <li>• Ludgershall in Bloom</li> </ul>	

There being no further business to discuss the meeting closed at 8.02pm.

Next meeting will be held on 17th May 2018 at 7pm, in the Town Council Office.

Signed.....Date.....