

PREPARATION MEETING HELD AT 7.15PM ON TUESDAY 15 FEBRUARY 2022 AT WEM CONSERVATIVE CLUB`

<u>Present</u>	Cllr P Broomhall (Chair)	Mayor of Wem
	Cllr Geoff Soul	Deputy Mayor of Wem
	Sue Holliday	Wem Resident
	Chris Parker	Wem Resident
	Cathy Rutherford	Wem Jubilee Band
	Katie Carter	Brownies & Guides
	Derek Lance	Wem Rotary
	Mel Sims	Wem Rotary / Roden Lodge
	Cllr Mark Hoffmann	Wem Town Councillor
	Cllr Edward Towers	Wem Town Councillor
	Philip Moyes	Millennium Green
	Jess Harvey	Wem Rotary
	Amanda Roberts	Projects Assistant (Wem TC)
<u>Apologies</u>	Sharon Reardon	Choir (Military Wives)
	Ray Edge	Wem Resident
	Jean Edge	Wem Resident
	Penny O'Hagan	Town Clerk (Wem TC)
	Pam King	Wem Town Hall
	Joanna Le Put	Wem Resident / Helen Morgan MP

1. Welcome

Cllr Broomhall opened the meeting and thanked everyone for attending.

2. Notes of Previous Meeting, to Consider

The notes from the meeting held on 15 February 2022 were agreed.

3. Updates from Working Parties

a. Youth Events (Friday, Wem Town Hall)

- Planning is ongoing. Organisers are still hoping to talk to pupils at Thomas Adams to tailor the activities to what is wanted. They would also like an online meeting with parents and children.
- Timings
10am – 12pm: Wem Monopoly Family Activity
1pm – 9.30pm: 4 parties (by age group)

b. Infrastructure for Party in the Park and Beacon Lighting

- The stall costs are inclusive of VAT
- Some stall holders are being put off by the requirement for public liability insurance for the event. **WTC** to advise on the availability of blanket cover, and the implications of paying grants to cover insurance for individuals.
- **WTC** to raise order to Technical Services (Shropshire) Ltd for provision of 6 radios from 1 June to 6 June at a cost of £57.00 ex VAT.
- Trailers - will arrive on Friday. **Working Group** to arrange decoration.
- Generator - will be delivered by Trevor Pye.
- Marshalls – Sue H has started to recruit
- General Security – **MH** will take on this role and will investigate feasibility of his company providing a second security officer. He will work with SH on breaking the day into shifts. **WTC** to check insurance requirements.
- Stage Security (Friday Night) – **SH** to talk to the army cadets about this

- Toilets – **WTC** to invoice Full Fibre for £300 donation towards costs
 - **PB** to approach Sherrats for posts for use in delineating the car parking area behind the stage
- c. Beacon Event (Thursday, 9pm – 10pm approx.)
- Military Wives choir and a small brass band will take part. The Community Choir has confirmed that it will not participate.
 - Those taking part in the parade around the Rec will meet near the toilet block. They will be encouraged to use lanterns during the parade.
- d. Entertainment (Saturday, 11am – 10pm)
- CP has now taken over from Guy. The timetable is in place. Only Stage Door have yet to respond. **CP** to chase this up.
 - **CP** to look for assistance with stage management during the event.
 - Flypast is still to be confirmed.
- e. Church Service (Sunday, time 10.30am tbc)
- The Baptist, Parish and Methodist Churches are interested in getting involved. **ET** to approach the RC Church.
 - Details to be confirmed. Probably indoors at the Parish Church.
 - It will be labelled 'The Platinum Jubilee Town Church Service' (or similar)
 - The possibility of having tea and coffee in the Town Hall after the service was discussed.
- f. Marketing, Administration and Town Decoration
- Marketing
- **WTC** to pass timings to JLP and WTH
 - **SH** has ordered banners to go on the Rec and on the trailers/stage and will get costs for larger ones. These will go at the railway bridge roundabout and on the Rec railings.
 - The poster competition will be open to anyone under 16 years old. **WTC** to distribute information to Newtown and Woodlands schools and on Facebook.
 - All local schools will be sent publicity information for the event.
 - It was agreed that all publicity would point people to the Jubilee Facebook page.
 - Distribution of posters is still to be agreed
- Town Decoration
- A £500 flag purchasing budget was agreed. This is for hand flags, 5'x3" flags and bunting for the High Street. **MH** to confirm the details and **WTC** to place the order. There will be an additional cost for broom stales (to be supplied at cost price).
 - **The working group** will ask to borrow Union Flags from Stage Door.
 - There is an indoor flagpole available from Wem Town Council.
 - The Facebook Page will encourage Townsfolk to do their bit and turn Wem red and white and blue for the jubilee. **JLP** to action.
 - **PM** has agreed that bunting can be put on the Millennium Green.
 - The Methodist Church will also put up bunting.
- g. Donations, Finance and Insurance

- **WTC** to collate information about potential and actual donations and any estimated and committed spend. This will be requested by email before the next meeting.
- **CP** and **JLP** to acknowledge donations via Facebook
- An application will be made to the Co-Op community fund – **working group to action**
- **WTC** to pass Connexus Community Fund information to CP. The bid is to be submitted as soon as possible.

4. Any Other Business

- No progress on fireworks – **ET** to receive other quotes.
- **GS** to seek funding from the Wemian.
- A street decoration competition was suggested – to be discussed at the next meeting.
- **JH** to speak to Central Fire about fire extinguishers to use for the events on the Rec.

Date and Location of Next Meeting

Tuesday 26 April at 7.15 in the Conservative Club, Noble Street.

The meeting ended at 9.15pm