



MARTOCK PARISH COUNCIL

Events Committee Meeting
3rd April 2023 - 7 pm
AGENDA

1. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

3. To receive a report on any dispensation granted – Parish Clerk

4. Public Participation

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

5. Coronation Gifts

Proposal to provide Coronation Gifts to Martock Parish School Children.
Document A

6. Coronation Event

Proposal to agree the Outline Plan for Coronation Event.
Draft Coronation Event Outline Plan Attached
Document B

7. Coronation Event Task and Finish Group

Proposal to confirm the setup of a Task and Finish Group to conduct detailed planning and arrangements for a Coronation Event.

8. Date of next meeting

To agree a date for the next meeting.

To: Members of Events Committee,

CC Other Parish Councillors, Unitary Councillors, Parish notice boards, martock-pc.gov.uk website, Martock Parish Facebook page.

MPC Coronation Event Outline Plan

Event Overview

A daytime, fete type event with craft stall, food stall, a raffle and possibly a band.

Venue

Stoke Road Recreation Ground

Date

Monday 8th May 2023

Income Items

Craft Stalls

Plan for 10 Craft Stalls

Craft Stalls to be charged £15 each.

Food Stalls

Plan for 6 Food Stalls.

Food Stalls to be charged £50 each.

Tombola

Tombola prizes to be from donations with no cost to MPC.

Tombola takings estimated at £100 (based on experience from previous events)

Raffle

Raffle prizes to be from donations with no cost to MPC.

Raffle ticket sales estimated at £200 (based on experience from previous events)

Book Stall

Book stall all items donated with no cost to MPC.

Book stall takings estimated at £30 (based on other events)

Cost Items

Raffle

Raffle ticket printing plus £50 first prize

Covered by sponsorship (already promised and ready to come in)

First Aid

First Aid will be procured if, and as, necessary to support the event (enquiries are still ongoing to determine what is needed)

Working estimate cost is £200.

Band

Band at a cost of £200 this is an added extra that would be nice to have.

Extras

To purchase 4 events tables at a cost of £239.96 (£100 of which is promised by donation)

Publicity

Once the outline plan has been agreed, banners and posters publicising the event will be ordered.

The cost of these will be fully covered by sponsors/

Banners

2x Banners @ £50 each

Cost covered by sponsorship. (Already promised and ready to come in)

Posters

Cost of posters @ £40

Covered By sponsorship (already promised and ready to come in)

Risk Assessment

A risk assessment will be conducted.

Budget Required:

Item	Cost	Income	Notes
Banners	£0	£0	2 at £50 covered by sponsors
Posters	£0	£0	£40 covered by sponsors
Craft Stalls	£0	£150	10 at £15 each
Food Stalls	£0	£300	6 at £50 each
4 Events tables	£240	£100	£100 donation promised
Raffle	£0	£200	Printing and prizes covered by sponsors and donations.
Tombola	£0	£100	Prizes covered by donations.
Book Stall	£0	£30	Books provided by donations
First Aid	£200	£0	Current estimate
Band	£200	£0	Optional
Totals	£640	£880	
Net Income		£240	

CHILDRENS GIFTS

Based on Martock school only 230 children

Numbers from other school have not come in yet.

Added vat as I believe we can claim vat back.

Mugs £3.15 each plus vat £3.78 = £869.40

Coins £2.86 plus vat £3.46 = £795.80

Teddies £4.89 plus vat £5.60 =£1347.80

Bookmarks come in pack size 200 is not enough next is 400.

At £263