



DIAMOND JUBILEE 2012

BOURTON JUBILEE COMMITTEE

Minutes of meeting 10 May 2012

Actions & Lead

1. **Attendees.** Andrew Sturt - Chairman (AS), Tony Moorby Secretary (AM), Vivienne Sturt (VS), Cathy Moorby (CM), Nick Robinson (NR), Peter Williams (PW), Tom Shean (TS), Catherine Thomas (CT), Trevor Bailey (TB), Frank Attrill (FA), Harriet Palmer (HP), Simon Firbank (Chm BPC) (SF), Margaret Martin (MM), Nick Hall (NH), Sue Rankin (SRa), Cathy Price (CP), Rev Chris Moorsom (Rector), Andy Bowtell (Dorset Special Constable).

2. **Apologies.** Biddy Robinson (BR), Michael Salisbury (MS),

3. In opening the meeting AS informed the committee that we are now an official subcommittee of Bourton Parish Council (BPC). He also welcomed the Rector and Andy Bowtell our local Special Constable.

4. **Matters arising** from notes of last meeting.

Insurance is now in place for the Beacon to be sited on the Church Tower thanks to the efforts and hard work of PW and FA. Insurance for the events generally has been effected by the parish Council

The Events Licence for the three days of celebrations had been obtained

5. **Site Matters.** TS has sourced a generator, free of charge, for the three days. A loudhailer is no longer required for the Dog Show.

Site plan to be produced by AM to show location of Marquee, other tents, hog roast, stalls, toilets etc.

To avoid damage to the playing fields if it is wet all vehicles and deliveries will be made through the upper school car park. Provisional arrangements to be put in place to deal with any work needed following removal of marquees.

AM

There is a probable need for a urinal as well as portaloos for the events, portaloos contractor to be approached. TS is happy to erect a screen to shield the area. Discussion needed with MS. Servicing and cleaning of the Portaloos will be needed before the Tuesday events start. HP kindly offered to clean Portaloos, AS to ask provider for quote for servicing.

AS

'No Smoking' signs will be placed in all marquees and tents. A small smoking area will be set up with receptacles for cigarette ends.

PW

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| <p>6. Risk Assessment. PW, AM, TS and NR will produce an overall risk assessment of the site & events before briefing on 24 May. It will be a 'living' document to be updated when ever required.</p> | <p>AM/PW</p> |
| <p>7. Commemorative Mugs. The initial order of 192 has been received and shown to the meeting. 40 have already been pre-ordered; further purchases from the supplier in multiples of 96 may be needed.</p> | <p>AS/VS</p> |
| <p>8. Golf Tournament. Team members names for 19th May to JM asap.</p> | <p>ALL</p> |
| <p>9. Film Performances. The film covering the Coronation and local royal events from the 60 year reign will be shown at the Village Hall on the evening of Tue 29 May at 7.30pm; a free performance for local school children will take place during the afternoon at 1.30pm. NH is helping TB with the set up. Posters to be produced & tickets will be on sale at Bourton Garage from 14 May and from AS at bourtonjubilee@gmail.com</p> | <p>TB/NH
AS</p> |
| <p>10. Tennis Tournament. There will be a Tennis tournament, organised by HP, at Bourton Cross on June 2nd. Details to be put on village web site.</p> | <p>HP/AS</p> |
| <p>11. Displays & Memorabilia, Sunday 3rd to Tuesday 5th June. There will be the St George's floral and historic Jubilee Celebration in the church, teas and cakes will be served. Memorabilia and personal recollections are still required by NR, particularly any toys that have a connection to past Jubilee or Royal events.</p> | <p>NR</p> |
| <p>12. Events on Sunday 3rd June. Bellringing will start the events of the weekend at 10.30 am before the Church service commencing at 11 am. Rev Chris Moorsom briefed on the inter-denominational service for all ages celebrating 60 years of the Queen's reign for all residents of the Parish of Upper Stour. It will high light the displays in the church and will close with a procession to the playing field following bearers of organisational flags, banners or symbols where there will be three cheers for HM the Queen to be followed by a short spell of bellringing.</p> <p>Arrangements for the Big Jubilee Lunch are well in hand, the meal will commence at 12.30 pm. A Jubilee Grace will be delivered at the start. PW is looking for volunteers for the bar rota, to serve serving wine, beer and soft drinks.</p> <p>The cost of hiring a large sized television screen to show the Jubilee River Pageant had been found to be far too expensive. George Jeans has advised that a link to the school TV intake through a digibox to a computer will enable the pageant to be shown either on a screen or on the shady side of the marquee. George has offered to loan a digibox free of charge. TS to discuss the set up with AS.</p> <p>MM has kindly agreed to run a quiz for children during lunch and also a further Royal themed quiz for adults with small prizes for each quiz.</p> <p>Community singing will take place after lunch, a keyboard will be provided, VS to approach RM to act act as compere.</p> | <p>CM/HP
PW</p> <p>AS/TS</p> <p>MM</p> <p>VS</p> |

13. Events on Monday 4th June

The Music Event will commence at 4pm with music for the younger visitors. There will be a short break at 10.30 pm for the lighting of the Beacon, the evening will conclude at 11 pm. Ice Creams to be on sale 4pm to 6 pm. Pete Manley (PM) and team will run the BBQ. TS and Jon Manley plus team to run the bar. A changing area for the bands will be provided.

TS

The Beacon will be lit at 10.30 pm on the Church Tower.

PW/FA

Local residents to be advised that the music event will be held and end at 11 pm. Andy Bowtell is likely to be around at times between 6.30 and 9 pm. Stewards to be present all evening.

AM

AM/AS

14. Events on Tuesday 5th June.

St George's Playing Field. The day will commence with **Fun and Games** on the Playing Field at 11 am. A tug of war competition will be held, MS has kindly offered to loan the school rope and other games equipment. A **fancy dress** competition will be held with a Princesses and Princes theme, a "**Drag Queen**" competition will also be held – this will be compered by RM and judged by SF. Catherine Thomas (CT) has offered to coordinate the games before lunch – teams can be made up on the day.

RM

CT

Maypole dancing by pupils of St George's School will be at 12 noon, followed by the presentation of Commemorative Jubilee mugs to village children under the age of 13.

MS/VS

The hog roast and barbeque will commence serving at 12.30 pm, The **Jubilee cake**, to be made by Sue Ross of lavender cakes, will be cut at around 1.30 pm

AS
SR

Side shows on the playing fields hopefully to include Coconut Shy, Fortune Teller, Welly Throwing, Skittles etc. SF to locate skittles and any other village owned games/side shows. SR is sourcing ice creams for sale, teas will be available in the church. Coconuts to be purchased.

PW/AM/AS

The Dog Show. The dog show will be held at Adcroft Fields, across West Bourton Road from the school playing field, gates will open at 1.30 pm and judging will start at 2.30 pm. Jean Powell has kindly agreed to be show secretary assisted by VS. Some refreshments will be available and it is hoped that visitors will also visit the hog roast and BBQ on the playing field.

VS

Tree Planting on the Parish Field. Planting of the **Jubilee Oak** to take place at 4 pm. SF to advise Gerald Moores. Bourton Fencing has kindly offered to provide and erect protective fencing. A permanent plaque is to be provided. It was agreed unanimously to invite Albert Ware and a St Georges School pupil to 'plant' the tree. The hole for the tree will be pre dug.

AS,SF

15. **Police.** Andy Bowtell was in attendance and has the programme. He will endeavour to around on the evening of 4 Jun and afternoon of 5 Jun. A request to ensure access is not blocked in certain key locations has been made. Is it possible to borrow a few police 'No Parking' bollards?

16. **First Aid.** It was hoped to be able to call on nurses and first responder village residents to provide on call first aid cover. A roster will be organised and a First Aid Kit provided to be held on the site. **AM**
17. **Bank Account.** The bank account with Halifax in the name of Bourton Jubilee Fund is now in use. **PW**
- Finance.** BPC had made a grant to the Jubilee Committee of £1,500 and also a loan of £500. Additional sponsorship and financial donations is being sought from local businesses, further suggestions of people/firms to be approached would be welcomed by AS. **All**
- Known **expenses and commitments** exclusive of VAT to date on items where we will not be recovering costs are:- Marquee, stage, tables, chairs £700, Beacon £300, Portaloos £325, Banners- say £110, Printing & Publicity – say £100. The £500 cost of mugs to be given to school children will be substantially offset by projected profit of £400 from sales and, it is hoped from, sponsors. Additional sales will put us in profit- sales by the committee to friends, families and neighbours will help enormously! **All**
- The **income** from lunches, drinks and ice creams are projected to recover associated costs of the bars, hog roast and BBQ etc and it is hoped that a modest profit will arise.
18. **Publicity.** Two event banners have been erected, two more for the music event are awaited.. Posters for events are already up in the village. A further notice and flyer insert was in the May Parish Magazine. More information is to be placed on the village website **TS**
AS
19. **Lunch Tickets.** A booking form for discounted advance lunch tickets has been included in the Parish Magazine flyer and tickets also on sale at garage. On Fri 11 May 36 tickets had already been sold for the Sunday lunch **CM/AM**
20. **Craft Group** in BVH. It was unanimously agreed to record the appreciation of the help and assistance provided by the Craft Group in donating Bunting for the event though a gift to the BVH.
21. **Future meetings.** The date for a briefing for all team leaders and helpers at the School Hall on Thursday 24th May provisionally at 7pm.