

METHERINGHAM PARISH COUNCIL EVENTS WORKING GROUP

Minutes of the Meeting held on Tuesday 22nd July 2025 at 6.30pm

Venue: Parish Council Office, High Street, Metherringham

Members of the Group: Cllr Catherine Redpath, Cllr Asia O'Sullivan, Cllr Fran Pembery, Cllr Terry Child, Cllr Rob Castle, Cllr Sarah Hunter-Leith, Victoria Agnew

In attendance: Cllr Catherine Redpath, Cllr Terry Child, Cllr Rob Castle, Cllr Sarah Hunter-Leith, Cllr Mark Worthington, John Money, Victoria Agnew, Jane Kendrick

1. Chair's remarks

The Chair welcomed everyone to the meeting and noted thanks to those attending.

2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 S85(1)

Apologies were received from FP and AO and noted.

3. Members Declarations of Interests

- a. RC declared a personal interest relating to one of the bands under consideration.
- b. No dispensations were requested or granted.

4. To elect non-council members onto the Group within the remit of the Terms of Reference, if applicable

Resolved: JK was elected as a non-council member of the Working Group.

5. To agree minutes

The minutes of the meeting held on 24th June 2025 were agreed, with the correction of initials from KP to CP.

6. 'Martyn's Law' – CP

CP was on annual leave. A quote for security was shared in his absence. Full update deferred to the next meeting.

7. Members to update on the progress of individual allocated tasks

See: Appendix A: Feedback of Allocated Tasks - 24th June 2025

8. Stalls and vendor update

- a. 38 stall bookings requests to date. The target of 45 remains achievable. The Google form system is functioning well and has reduced the administrative workload. Payments for stalls will need to be tracked and reconciled.
- b. Cadets: Confirmed for help with stall erection and dismantling on Saturday and possibly Sunday. Light refreshments will be arranged.

- c. Lincolnshire Road Transport Museum are attending with vintage bus. They are likely to be positioned near the Lincolnshire Poacher for easy entrance and exit.
- d. Drone footage: a member suggested that Leigh Hitch could be approached for aerial photography of the event.
- e. Lincoln Rock Choir to be investigated..

See: Appendix B: New Allocated Tasks - 22nd July 2025

9. To discuss and resolve the following quotes for services and review spend

- a. Stark band quote – Resolved: Quote of £350 accepted by officers for band plus £250 for sound engineer (total £600).
- b. Astra band quote – Resolved: £250 quote accepted by officers for performance.
- c. Medical cover – Resolved: £324 accepted by officers for 2 medics with kit for full day.
- d. Security cover – Resolved: £480 accepted by officers for 2 guards. Optional extras (dog/security enhancements) deferred to next meeting.

10. Road closures

Barrier positioning and road closure times reviewed and amended to ensure emergency and resident access. Closure to be in place from Saturday 10:00am to Sunday 10:00am.

11. SAG update

A meeting with CR, JM and SG has been scheduled to discuss the SAG paperwork. Updates will be given in the next meeting.

12. Barrier volunteers' co-ordination

To be reviewed at next meeting following Martyn's Law update, advice from CP and Red Book, in which the current advice notes that 24-hour staffing is not required if adequate risk mitigation is in place.

13. Date of next meeting Meeting.

The next meeting will take place on Tuesday 19th August 2025 at 6:30pm.

14. Meeting closed at: 8pm

Appendix A: Agenda Item 7

Feedback of Allocated Tasks - 24th June 2025

	Action	Responsible	Updates/Notes/Further Action	Status
A	Confirm use of mats from gym for martial arts/tug of war.	CR	Not required – karate club withdrawn from event.	N/A
B	Confirm magician location and logistics.	CR		Complete
C	Ask Little Birdy Mini Golf about required space.	CR	Space required confirmed: 12m x 12m.	Complete
D	Speak to village hall about tables, chairs, and indoor space.	CR	JK confirmed: chairs and tables to be set up inside VH hall.	Complete
E	Create and send Google Form for stall applications.	CR/SHL	Form complete/original list of stall holders contacted.	Complete
F	Track stall requests and bookings.	CR/SHL	38 requests for stalls so far.	Ongoing
G	Confirm RAF stall attendance.	CR	Confirmed – Stem themed interactive stall for children.	Complete
H	Arrange gym mats for tug of war.	CR	Discussed - dependent upon space on field.	Ongoing
I	Organise Facebook admin access.	CR	Events page admin complete and admins added.	Complete
J	Confirm quote for medical cover from previous provider.	CR	Quote received and accepted £324 - 2 medics & equipment.	Complete
K	Contact Lincolnshire Life Museum.	RC		Deferred
L	Investigate electricity access in memorial garden.	RC	Confirmed – was used last year.	Complete
M	Ask Lisa about use of scout hut.	RC	Still being discussed. RC to keep WP informed.	Ongoing
N	Contact Brass Band and update WP.	FP	VA been in touch with Woodhall Spa Community Band. Quote received for £200 (max). WP resolved: ask Clerk or Full Council to pay fee.	Ongoing
O	Contact NKDC regarding climbing wall.	FP	No update - FP absent	Ongoing
P	Contact Young Farmers.	AO	HYF to provide 'display' tug of war. Request additional interactive competitions to involve community	Ongoing
Q	Contact Metheringham Airfield.	VA	Confirmed – requested same space as last year.	Complete
R	Enquire with fruit and veg trader from Fulbeck Market.	VA	No update	Ongoing
S	Enquire about climbing wall (backup contact).	VA	See above – Item O	Ongoing
T	Create/finish initial Save the Date flyer.	VA/SHL		Ongoing
U	Contact dog show providers (Cordial Canines, Julie Hill).	CR/SHL	Judge sourced – no charge. Categories to be considered later.	Complete
V	Road closure application for F&F/RD/diversion planning.	TC	Barrier locations agreed. TC will submit application.	Ongoing
W	Set up event website and manage social media advertising.	TC/ SHL	Ongoing social media advertising of event.	Ongoing
X	Set up barrier volunteer rota and post in pubs.	TBA	Red book checked for clarification. Discuss next meeting.	Deferred
Y	Purchase refreshments for barrier volunteers	TBA	Add to a later agenda to be organised and actioned.	N/A
Z	Inform CP of next meeting date	CR	CP on holiday – will attend next meeting.	Ongoing
a	Contact 'Little City'	VA	No space in village hall, waiting on scout hut.	Deferred

Appendix B:

New Allocated Tasks - 22nd July 2025

	Action	Responsible	Notes	Timescale
A	Sign post enquiries for stalls in VH to be passed to Chair of VH.	CR/SHL	EWP to sign post any enquiries for inside stalls to the Chair of VH committee.	Ongoing
B	Send out link to Google form to interested vendors.	CR/SHL	Keep monitoring how many confirmed stalls and stall type.	Ongoing
C	Payments for stalls to be tracked.	CR/SHL/ RFO	Reconcile payments with applications received.	Ongoing
D	Send link to RC for the rugby club.	CR		ASAP
E	Organise Rugby Club stall application.	RC	Rugby Club asked RC to complete the application form on their behalf.	Next meeting
F	Speak to previous S&G landlady for information/obtain fairground organiser's contact details.	RC	Gather information about fairground layout/obtain contact details of fair organiser.	ASAP
G	Contact fairground organiser and obtain information of space/location needed for fairground.	RC	If needed – dependent on outcome of above.	Next meeting
H	Approach Meg Gym about borrowing mats for ToW (dependent on above).	TBA	Dependent on outcome of above and whether mats will be needed.	N/A
I	Contact Lincolnshire Life Museum.	RC	Deferred item.	Next meeting
J	Feed back to EWP about possible use of scout hut.	RC	Feedback at next meeting.	Ongoing
K	Confirm Brass Band booking.	VA	Confirm booking at next meeting.	ASAP
L	Obtain climbing wall quotes.	VA/CR	Deferred item.	ASAP
M	Contact Harmston Young Farmers .	AO	Request interactive competitions to involve local community in addition to display ToW.	Next meeting
N	Enquire with fruit and veg trader from Fulbeck Market.	VA	Brought forward from last actions.	Next meeting
O	Create/finish initial Save the Date flyer.	SHL/TC	Brought forward from last actions.	ASAP
P	Organise categories for dog show.	TBA	Future action.	N/A
Q	Submit finalised road closure application.	TC		ASAP
R	Organisation of barriers – add to next meeting agenda.	CR	Deferred item.	N/A
S	Purchase refreshments for barrier volunteers.	TBA	Future action.	N/A
T	Invite CP to next meeting.	CP		ASAP