

Minutes of Platinum Jubilee Committee Meeting held on Thursday 26th May 2022 at Chris Dubery's house at 2pm.

Present Cllr Christine Dubery, Jennie Barker, Maggie Hounslow and Cllr Margaret Rawle

The overall plans for the Friday and Sunday events were double checked. Marquee will be erected on Monday 30th May and tables and chairs delivered on Wed 1st June. It was decided to hire a further 50 chairs and 5 round tables to ensure there is seating for all those having tea. Jennie to source table cloths for these.

Christine has drawn up a comprehensive Plan of Tasks for the volunteer helpers on setting up on Wed 1st June, helping on Friday 3rd, Sunday 5th and clearing away on Sunday 5th from 6pm. All volunteers to be sent a timetable.

Bunting decorations will be hung across the inside of the marquee and any surplus used to decorate other gazebos etc. Margaret, Maggie and Jennie to bring step ladders.

Approx numbers are 230 including helpers.

Tables will be arranged to make the best use of space in the marquee.

Reserved tables will be marked (Christine) for Hanover, Abbeyfield and the children. All guests will be welcomed and ticked off the list and seated by the Welcome Team, who should arrive at 1.45pm.

Food – Jennie reported that she has sourced some Paper Crowns for the children. Victoria Sandwiches will be included in the tea and cup cakes for the children. An allergens list will be made available. Bollards/cones to be borrowed to free up a parking space outside the Town Hall for loading the food for transporting to the Lawns.

Toilets – Margaret reported that the toilets should be delivered on Wednesday. She was advised that there would have to be limited usage as 2 chemical toilets would not service the number of public expected to attend both days. Due to limited budget it was decided to ask Andy T for yellow tape to cordon them off and place Out of Service signs on them during the times that they are not needed and suitable posters placed on them for Disabled Use Only or similar and ask people to use the Toilets in the Town.

Maggie has sourced a Cardboard cut out of HM Queen which will be placed at the entrance of the marquee. It was decided to purchase 2 Donation Bins and decorate them with ribbon (Maggie) and Margaret to produce relevant posters inviting Donations to support Events in Dulverton.

The flower ladies to decorate the tables on Thursday afternoon.

Minute Secretary

Cllr. Margaret Rawle

26th May 2022