



NEW WALTHAM

PARISH COUNCIL

MINUTES

EVENTS COMMITTEE MEETING 19 MAY 2025 – 11.30AM – NW Pavilion

In attendance:

Anneka Ottewell-Barrett (Clerk & RFO)
Cllr Gary Bridges (Chair)
Cllr Premgiri Hebbar
Cllr Dave Raper
Cllr Stephanie Smith
Cllr Terry Bond
PC Dan Mosley

1. Elect Chair of Events Committee:

Cllr Bridges was elected as Chair.

2. Music Festival Plans:

- a) **Alcohol Licence:** Cllr Bridges is undertaking further licence to allow alcohol sales at the event. Will keep committee updated.
- b) **Site Plan:** Site plan was distributed. Move circus to top corner (right) and cite parish council and police next to each other at entrance to event. Parish Council to obtain branded gazebo to use as base for community interaction. Stalls – PC Mosley suggested approaching local charities to get more public interaction (i.e. lifeboat/Wildlife Rescue etc) Anneka to compile list and send out some emails.
- c) **Set Up/Timings:** Set up agreed from 9am for all. Event start from 11.30am
- d) **Main contacts for the day:** *Cllr Bridges & Cllr Keys* will be the main contacts throughout the day. They have radio access and will liaise with security team throughout.

- e) **List of volunteers:** Further list will be obtained at council meeting/next committee meeting.
- f) **Areas identified that need volunteers/ hourly checks:** Car parking attendant / pavilion hall & kitchen/ entrance / stage area / toilets / litter patrols.
- g) **Stage Collection:** Cllr Bridges asking Methodist Church if we can store stage with them once school has closed for half term. The Council can collect from there morning/day before festival.
- h) **Review current spend:** £409 remaining in the festival budget. Allocated to printing of posters and banner.
- i) **Any other items:** None.

3. Raffle Prizes

Committee requests that all Cllrs get involved collecting prizes from now please. If a shop/ business is approached please take ID badge along with you and put on the WhatsApp group which businesses have been asked, to save duplication. Anneka to get tickets printed this week – will distribute once received.

Next meeting date: Monday 16th June @ 11.30am

- End of meeting -