

**STAPLEFORD PARISH COUNCIL
STAPLEFORD WEEKEND EXECUTIVE COMMITTEE
DRAFT MINUTES OF THE MEETING
Date: Wednesday, 18th June 2025
Time: 7:30 PM
Location: Stapleford Jubilee Pavilion**

Present:

Rebecca T, Matthew F, Chris C, Yvonne S, Rosie B, Michael G, Blake R, Jools R, Nel C, Rosie B, Tom R, Juliet H

Apologies Received:

Gillian P, Jon W, James N, Duncan W, Bec W

SW25-01 Apologies for Absence

Apologies were received as noted above.
Resolution: All absences formally approved.
Proposed: Rebecca T | Seconded: Nel C
Resolution: Agreed unanimously.

SW25-02 Declarations of Interest

Reminder to ensure their declarations are updated within 28 days of any change in circumstances.
a) No new declarations of interest were received.
b) No written requests for dispensations were received.
c) No dispensations were granted.

SW25-03 Minutes of the Previous Meeting

The draft minutes of the previous meeting were approved unanimously.
Proposed: Rosie B | Seconded: Rebecca T
Resolution: Agreed unanimously.

SW25-04 Budget and Terms of Reference

Discussion on the final version of the Terms of Reference was deferred to another meeting.

SW25-05 Roles and Responsibilities

- **Rota:** Nel C to forward the draft rota by 20th June.
- **Monday 23rd:** Recreation ground grass cut scheduled.
- **Tuesday 24th:**
 - Marquee cannot be installed due to cricket match.
 - 7 PM: Matthew F, Blake R, and Rebecca T to meet for infrastructure marking.
- **Wednesday:**
 - Waste bin delivery (Rosie B to confirm time).
 - 6 PM: Bar building – Michael G and volunteers.

- 7 PM: Committee meeting.
 - 8 PM: Volunteers meeting.
 - 8 PM: Show committee, Blake R & Matthew F to mark out stalls/food vendors.
 - **Thursday:**
 - Setup begins at 6 AM (Matthew F onsite).
 - Matthew F to circulate rota for the day.
 - Blake, Yvonne, and Juliett available for setup.
 - Setup complete by 2 PM.
 - Chris C to test AV equipment between 2–4 PM.
 - Magician performance at 4:45 PM.
 - Eco film screening at 7 PM.
 - **Friday:**
 - Ritz setup in the morning.
 - Quiz tables setup by 6 PM.
 - Tom R & Chris C to manage quiz scoring.
 - Jon W as quiz master.
 - Show committee from 5 PM to hang paintings.
 - Committee to email Matthew F with food choices by Sunday 22nd June. cPayment (£12) from committee members to be collected on Friday.
 - Rebecca T to organise three coloured tickets for food choices at the door.
 - Show committee to arrive by 11 AM for setup, including a small stage.
 - **Saturday:**
 - 7 AM: Show setup begins.
 - 8:30 AM: Show entries open.
 - Each sponsor to receive a table and two chairs.
 - Silent auction to be displayed on screen.
 - Blake R to oversee traffic management.
 - Dog show to be delayed to 6 PM in the marquee.
 - Jon W to manage PA announcements throughout the day.
 - **Sunday:**
 - Events include bike ride, church service, cricket with cream tea, and screening of *The Greatest Showman*.
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SW25-06 Planning for the Year

- Ticket sales for Ritz event close Sunday 22nd June at midnight.
- Proposal: £50 donation to Bodyworks charity for Ritz dancers - Parish Councillors present to consult SPC Clerk.
- Vendor cash collections to be placed in envelopes. Location of cash storage withheld on public minutes.
- Rosie B to collect 100 scones from Boswell on Saturday morning.
- Bike ride route to be shared on Facebook.
- All receipts for expenses to be emailed to: staplefordweekend@gmail.com (including SPC expenditure form).
- Terms and policies to be reviewed at the next meeting.

SW25-07 Sponsorship

No update.

SW25-08 Update on Items Hired/Purchased

No update.

SW25-09 Possible Costs

Approval, in principle subject to SPC clerk approval, to give a £50 charitable donation to Bodyworks for the dancing during the Ritz.

- **Cost:** £50
- **Proposed:** Yvonne S | **Seconded:** Juliet H
- **Resolution:** Agreed unanimously

Approval to purchase Ritz stock:

- **Cost:** Up to £150 inc. VAT
- **Proposed:** Rebecca T | **Seconded:** Nel C
- **Resolution:** Agreed unanimously

Approval to purchase spray paint and cable ties:

- **Cost:** Up to £40 inc. VAT
 - **Proposed:** Jools R | **Seconded:** Tom R
 - **Resolution:** Agreed unanimously
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SW25-10 Date of Next Meeting

Wednesday 25th June, 7pm - Jubilee Pavilion