

CVCA Events Meeting held in the Foxcotte Room, St Thomas' Church at 745pm on 27 Feb 24

Present Clive Ward (CW) Jacqueline Smith (JS) Leslie Ward (LW) Ian Smale (IS) Terry Milne (TM) Norman Woods (NW) Elsa Redpath (ER) Dave Bradley (DB) Shona Bradley (SB) Rev Elliot Groves (EG)	Apologies Alan Evans (AE) Jean Lomas Mike Lower Sonia Lower Nicky Dovey Mark Dovey Sue Watson Andrew Watson Caroline Mills Carol Tedridge (CT) Patsy Josling Nigel Josling
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<https://www.d-day80beacons.co.uk/>

- Members of the Charlton Village Community Association met on Tue 27 Feb at 745pm in the Foxcotte Room of St Thomas' Church.
- Action Tables for CVCD and D Day 80 events were reviewed. The Community Quiz evening on 16 Mar was also discussed.
- D Day 80. Key Updates:
  - Ticketing. Discussion with no final conclusion. There was merit in selling tickets online and having some available as paper (available in advance and on the day). Sum Up would now be used in favour of Eventbrite. JS would lead for this.

**Afternote: Propose to charge £5 per adult, children under 16 free. £6 if bought on the night to encourage advance ticketing. A draft Poster is attached. Jemma, the Editor of Charlton Newsletter has been asked to produce a final.**

- PA/staging. Preferred option was to use a company Illusion Events to provide a stage (with cover). CW is meeting with company onsite on 7 Mar at 12pm. If too expensive, fallback is to get staging from The Lights (free of charge) but this would require to be collected on 6 Jun and returned on 7 Jun. The Royal Oak has offered a van.
- India Lily. Contract now signed
- Test Valley Brass. No longer able to provide musicians.
- Schedule now looks like:

6.30 pm: Official Opening  
6.35 – 7pm: Music by DJ Chris Burford  
7-7.30pm:  
730-8pm: India Lily (soloist)  
8-830pm: Andover Musical Theatre Group  
830-9pm: India Lily  
9 -915pm: Act of Commemoration  
9.15pm: Lighting of the Beacon  
10pm: Event close  
10-1159pm: De-rig and clear site

**Note.** Could move India Lily forward to 7pm slot and put Chris Burford back on from 730pm. But may approach Andover Ladies Choir <https://www.andoverladieschoir.co.uk/>. Seeking advice.

- Identification of serving personnel and veterans. Jemma has offered to produce a Microsoft Form and QR code to be placed on Facebook and Notice Board posters. We need these to be pushed out to Charlton Village and wider. Unity [sarah.gisbourne@unityonline](mailto:sarah.gisbourne@unityonline) will be approached to advertise.
  - EG reported that there would be a D Day church service in St Thomas' and that the uniformed Guides and Brownies would then attend the D Day event. Their involvement/participation is being discussed but could be involved in the Act of Commemoration as part of the Beacon lighting. TBC.
  - The SSAFA stall will be masterminded by TM. It will there principally to raise awareness of the charity but collecting tins/buckets will be available for donations if the public are so inclined.
  - An Event Manual had been completed in Draft. Security and Marshalling is important and the Event Manual covers this in some detail. **Action:** IS as the lead, is asked to read and raise any issues with CW.
  - S&J have been contracted to provide a burger van. A pizza provider has been contacted. Coffee wagon TBC. The Royal Oak is unable to provide a bar. Options are now S&J catering or Illusion Events. Both have the capability.
  - The Army Flying Museum would provide a Stall manned by Andrew Bulpitt (Trustee of AFM) and Chair of the Saxon Fields Community Association.
  - AE is having no luck with re-enactment. DB confirmed he will be able to provide: serving soldiers and equipment including an EOD robot. A search area would be set up using bales and the public will be able to 'try their hand'. This will need to be included in the Event Risk Register.
- CVCD. JS reviewed the Action table and a revised/updated version will be circulated and placed on the Parish Council Website.

#### Key Updates:

- Opening the event. Unfortunately, Katie Piper is unavailable due to work commitments. Rev Alex is a very worthy substitute and would be approached by CW.
- Sponsorship. InfoSec Matters and Smith's Hearing would be approached again to see if they would sponsor the event.
- Petting farm – booked
- Fun Dog Show. The number of classes has been reduced to meet the 30 min time slot. Judge required.
- Tug of War. Poster produced. Need to advertise and promote. TM will lead on the day.
- Gazebos. AE would be asked to confirm availability of gazebo we had last year.
- Play and Praise. Thought a tent would be produced again. AE to confirm.
- Inflatables as last year including football. Charlton Wanderers FC asked if they might man the stall wearing their strip. CW will confirm.
- Grants. CW will ask for grants from TVBC and HCC but we may have an issue as we will be asking for a grant for D Day Commemoration too. TM will submit an application to Parish Council for both events.

- Tombola. ER volunteered to lead and thought CT would also help.
- Hired help. IS reminded the meeting of the need to have extra 'muscle' particularly to collect and return tables/chairs. The volunteer force was not getting any younger.
- Insurance. CW would check with HALC to see if they had any preferred suppliers.
- Arena Events:

12.00 Official Opening – The Reverend Alex Randall-Bissell

12.05 Test Valley Brass

12.30 Mad Melodies Rock and Pop Choir

1.00 Andover Musical Theatre Group

1.30 Ruby Slippers

2.00 Dog Agility

2.20 Fun Dog Show

2.50 Louise Vincent School of Dance

3.20 Tug of War Final

3.40 Grand Draw and Announcement of Competition Winners

4.00 Side Stalls and attractions close. De-rig and clean-up

- Refreshment Tent. Still need a lead for this. SB thought she might be able to take this on.
- Grand Draw. CW will approach previous prize donors to see if they would be willing to donate again. Remaining Draw tickets may need a top up. **Afternote. We have more than 500 books of tickets ie > 2500 tickets. No need for further order.**
- As ever events such as these take time to organise and we do need volunteers who are willing to help now, in the run up and on the day. A list of volunteers required will be separately identified. Draft attached and will be available on the Parish Council Website.
- **Date of subsequent meetings.** Could be a mix of Face to Face and virtual by Zoom:

26 Mar, 23 Apr, 28 May and 27 Jun (for CVCD panic).

- Community Quiz 16 Mar at St Thomas' church – it's just for fun!
- TM would run the quiz on the night.
- 10 teams of 6 is optimum. Some Team captains already declared: Caroline Mills, Ian Smale, Clive Ward and Leslie Ward
- Costs. This was discussed at some length. The event should plan to be self-financing with the opportunity to make a modest profit for CVCA. Entry fee for Teams is £5. Food (a selection of pizza slices, salads and a pudding) would be £7 per head payable on the night by cash or card. Tea, coffee, soft drinks would be available and attendees could donate if they wished. Note - there is no alcohol licence and so attendees should aim to bring their own alcohol.

## Clive Ward

Clive Ward

Chair and Secretary of Charlton Village Community Association

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