

Lyminge Parish Council

DRAFT Minutes of Lyminge Parish Council Community Engagement and Events Committee Meeting.

Held on Wednesday 4 June 2025 in Lyminge Parish Hall

Present: Cllrs Fagg, Hall, Harrison and Wake-Smith

In attendance: Debbie Capon (Marketing and Events Officer)

06.01 Apologies: Cllr McWhinnie

Declarations of interest: None

06.02 Minutes

[Motion - To approve the minutes of 7 April 2025](#)

Proposed: Cllr Harrison | Seconded: Cllr Wake-Smith | Motion passed.

06.03 Summer Festival

06.03.1 Sponsorship It was confirmed that we now have sponsorship from Laing Bennett, The Coffee Cabin, and that after an initial meeting, Pentland Homes want to sponsor the whole event. DC confirmed there is a second meeting with Pentland Homes on Friday 13th June 2025 to clarify details of the sponsorship. Cllr Fagg requested to be at the meeting.

Pentland Homes will supply all the signage, advertise via Social Media from their FB and Instagram pages. They will also give a donation. DC had hoped to go back to Pentland Homes before the meeting on Friday 13th June to discuss the donation, but on reflection this can all be discussed at the meeting. Further information was set out in a proposal sent to Pentland Homes.

06.03.2 Timings for the event

Friday 18th July 2025 - Jubilee Field

Set up from 1:30pm including volunteers.

Clerk to confirm when the stage is being delivered and where it is being set up.

Saturday 19th July 2025 - Jubilee Field

Set up from 10:00am including volunteers.

Bouncy Castle Cllr Fagg will let Bouncy Castle know someone will be on site from 10:00am.

Sunday 20th July 2025 - Tayne Field

Set up from 7 am

DC volunteered to be on site from 7am.

To announce winners of the Bake Off and Tug of War at 12 noon.

06.03.3 To finalise arrangements for music acts

DC and BW to contact Cllr Arnold to get contact information for performers and confirm timings and prices.

06.03.4 Stalls

The Committee discussed all stalls booked and agreed that approximately five more stalls can be booked, if not clashing.

Cllr Fagg suggested that the stalls be set up in the tennis court. Lighting was briefly discussed.

DC contacted Lord Whisky who will try to come on Saturday 19th July. DC to send all the information about the event to Lord Whisky.

06.03.5 To receive a draft volunteer management plan

At present there are no volunteers except for the committee. It was suggested that BW could contact the Scouts via Cllr King to see if they could be volunteers over the 3 days. Other volunteers are also needed.

06.04 Committee ideas

06.04.1 It was decided to discuss next year's event after Summer Parish on Parade 2025

06.04.2 Cllr Harrison discussed that clarification needs to be given as to what the top end of the overall budget is. It was agreed that no more bands would be booked until the budget was clarified.

06.04.3 Cllr Harrison also mentioned that the Finance Committee wants to know exactly what is being spent on this event, and more transparency to the other committees needs to be sorted. Cllr Harrison also said unless we let all the other committees know what is going on we will not get any Volunteers during the event.

06.05 Correspondence/information: None

06.06 Date of next meeting: 2 July

Meeting closed at: 20.00pm

Signed: _____ Chair (Date __/__/25)