

NASH MILLS PARISH COUNCIL –WORKING GROUP (WG) MEETING REPORT  
The Queen’s Platinum Jubilee Commemoration

Meeting held via Teams 02/03/2022

Councillor Attendees:

Alan Briggs, Michele Berkeley, Nicola Cobb, Steve Roberts, Jan Maddern  
Apologies Lisa Bayley, Mandy Lester

The WG discussed the following items and provides its recommendations for consideration by full Council:

1. The WG discussed the provision of music and whether it should be pre-recorded or local performers.
  - The Clerk has advised that a licence is not required for background music.
  - Councillor Tout has kindly offered to provide music via her shop doorway. The WG considered this option but suggests that it is not the ideal solution.
  - Councillor Maddern kindly offered her portable amplifier for use at the event.
    - i. The WG recommends this as the preferred option.
    - ii. Further investigations about power supply need to be undertaken.
    - iii. A “Temporary Event Licence” from DBC may be worth investigation if there is any doubt about licensing requirements.
    - iv. Further investigation to be undertaken to find a “Jubilee Playlist” (featuring music from 1952)
2. The WG recommends that NMPC provides a Jubilee themed “treasure hunt” / “scavenger hunt” activity for residents and families to search around the parish for letters to make a word.
  - Councillor Maddern kindly offered to design the hunt.
  - Potential to use What3Words to help to find the locations.
  - Bonus clue to be available at the Saturday June 4<sup>th</sup> event.
  - A box on the NMPC event stall to collect entries.
  - Ask shopkeepers to host the handout sheets and submission boxes.
  - Make the handouts available in time for the start of half term school holidays.
  - Publish a QR code in the magazine to download entry sheets.
  - Ask the shops to display a publicity poster (with the QR code).
3. The WG recommends that NMPC provides a Jubilee related art competition
  - Since Nash Mills Primary School has not responded to Clerk contact attempts to arrange a meeting to discuss options, given the short time available, the WG recommends to set this option aside.
  - Instead, an open competition is recommended for any children to enter, not limited to Parish residents.
  - The proposed format is any Jubilee related art on an A4 sheet.
    - i. These will then be mounted by Councillors into a larger Jubilee frame using the official logo and colour scheme. Mock up design(s) will be made available to the March full council meeting by WG members.
    - ii. The Denes shopkeepers to be asked to display the entries in their windows.

NASH MILLS PARISH COUNCIL –WORKING GROUP (WG) MEETING REPORT  
The Queen’s Platinum Jubilee Commemoration

- iii. Entries should also be published in an online gallery and the NMPC Facebook.
  - The WG proposes to ask the Denes shopkeepers to form a panel to judge the best entry / entries, and to provide one or more prizes.
4. The WG recommends that NMPC encourages the Denes shopkeepers to decorate their windows, to display event and competition publicity poster(s) and to display the competition entries.
  - Councillors Berkeley and Briggs offered to visit the shopkeepers during week commencing 7<sup>th</sup> March to discuss the proposals. Other WG member Councillors were invited to advise if they would also like to attend. The feedback can then be given to full council’s March meeting.
5. The WG recommends that NMPC promotes a best decorated house competition.
  - Householders to register entries with the Clerk.
  - The WG discussed potential judges. Alan will ask the Clerk to contact their shortlist of suggested people.
6. The WG noted the timing of when the bunting would be installed (3<sup>rd</sup> May) and removed (as soon as possible after the Jubilee). The Clerk has advised that this will be the subject of a separate approval vote by full Council.
7. The WG discussed options for the full council’s preference for biscuits to hand out at the 4<sup>th</sup> June event, and in particular artwork for the biscuit packaging.
  - Official artwork guidelines were noted.
  - [https://www.royal.uk/sites/default/files/queens\\_platinum\\_jubilee\\_guidelines\\_2022.pdf](https://www.royal.uk/sites/default/files/queens_platinum_jubilee_guidelines_2022.pdf)
  - The WG recommends that, subject to the cost being approved by full council, there should be two labels – the official Jubilee logo on one side, and an ingredients / NMPC details on the other.
  - The Clerk is asked to check the food labelling regulations applicable to the proposed biscuits.
  - Councillor Cobb agreed to get label cost estimates from printers, and to liaise with the Clerk in relation to the proposed biscuits.
8. The WG confirms its understanding that the likely timing of and the parish magazine is late April. It recommends that the magazine be used to promote:
  - the 4<sup>th</sup> June event
  - any Residents Association events
  - the treasure / scavenger hunt
  - the children’s art competition
  - the best decorated house competition
9. The WG recommends the following other promotion for the activities:
  - poster frames as above for the art entries and publicity posters
  - an entry on the official web site: <https://platinumjubilee.gov.uk/events/>
  - refer to the Platinum Jubilee story on social media using [#HM70](#) and [#PlatinumJubilee](#)
10. AOB
  - The full council meeting is asked to discuss and agree
    - i. the timing of the event on 4<sup>th</sup> June.

NASH MILLS PARISH COUNCIL –WORKING GROUP (WG) MEETING REPORT  
The Queen’s Platinum Jubilee Commemoration

- ii. whether the three proposed competition results should be announced at the event on 4<sup>th</sup> June, or at a later date. This could be all at the same time, or subject to different timings.