Attendees	Theme / Purpose	Finance / Charity	Council / Insurance	Entertainment /Music	Food & Drink	Activities	Street Organisation	Environment / Recycling / H&S	Raffle	Media / Multimedia
Queens Road Residents	Multinational aspect of street NOT to be a theme but residents free to highlight aspects as they wish (food / house decorations / costumes)	Charity is Banbury Youth Homeless Project (BYHP)	£10m Public Liability insurance Required	Antony Goodman No 51 responsible for this area	Ice Cream Stand (scoops & sprinkles)- minimal cost - run by Charlotte No51 & Fran No7 (honesty box)	Bouncy Castle - Valerie to provide contact details - Tim to get and to check insurance	We'll need gazebos !	Clare Taylor to be responsible - recycling / H&S / 1st Aid	Tim (No82) responsible for prizes and admin related to selling tickets	Derrick No28 & Lucy No37a are media contacts
Selected Invitees from surrounding streets (wait until end of May)	Build on cohesion message - link back to Cllr Ahmed & Cohesion group to see if they can be involved in this in any way - Tim (No82) to do this	Suggestion of £10 donation per household	Jon Legg has 3 quotations - checking some details - lowest is £110	Antony doing DJ'ing - has sorted PA system	Need to label foods brought along (Veggie / Vegan / Nuts etc) - provide labels to residents for this	Fire engine booked by Justin / Clare Taylor	Children's area (soft play)	2 glass bins and 1 paper bin arranged with Cherwell DC Recycling	Possibly will sell in advance (but licensing implications)	Steve (No27) to take photos again as before and sell CDs of them afterwards
Other guests		Monies currently raised £90	Need to make application for street closure 10-6 with party 12-5	Live music from Kerry / Possible from Valerie & Louise - Tim to check with Valerie	Produce Stand / Exchange to be done again (with honesty box for donations)	Police van & police in attendance - Clare Taylor arranged	Tables to be used again from Woodgreen or from local school - Cathy (No61) to investigate	Info on recycling to be provided for a stand	If just sell on day - Rosie (No 32) to help sell tickets	Facebook group set up by Jacqui (No18) - Queens Road Big Lunch Party
Current number confirmed 156		Cathy Silman (No61) - Charity Liaison - will do a stall on day with info about BYHP	Get company to undertake closure of street - Tim has contacted MK Contractors to ask for help again	Clare Taylor may have a live performer - she will advise	Food options - sweet savoury salad BBQ	Face Painting - Kerry to do + possibly Kerry's friend and also Adam - Antony has confirmed	Tables to be closer together to ensure everyone mixes as last year	100 blue glass recycling bags to be provided for distribution		
Max 250 attendees		Sue (No 19) - Treasurer - Community bank account being opened - 3 signatories. Roger to speak to Claire (No26) about being 2nd signatory		Ralph (No37a) may know a fiddle group who could play - Antony to contact Ralph	Possible competitions - best cake, largest veg, best jam / chutney etc	Colour Hair Spraying - Claire (No26)	Try to get everyone to be seated together rather than having a few separate parties as happened a little last year	Normal rubbish needs to be put into our own green bins		
Going to have wristbands for identification on day - Tim has shared info with Steve (No27) for him to investigate if he can source		John (No1) to do Fundraising with help from Tim (No82) on sponsorship etc		Are our entertainment requirements going to need a licence ? Don't think so !!		Soft Play Area - Mats to be investigated by Cathy (No61)	Parking / Street Clearance - Roger (No19) to be responsible for this. Helped on day by Phil (No32)	NHW info to be provided to be put on display		
Claire (No26), Lucy (No37a), Marlene (No8), Lucy (No2), Rosie (No32) and Tim working on this		Possible fundaraisers in advance of event - quiz night, BBQ, Promises auction, Swishing Event - wait and see if required until donations collected...		Carol (No80) was part of Folk / Rock group and has suggested might play this year - Tim to check with her		Book Exchange to be done again (with honesty box for donations)	Decorations - both Brenda (No28) and Tony (No45) have decorations from last year	Energy Saving Trust to be approached to do a stand		
		Need to collect donations asap		Antony has made contact with a local rock band who will play - no fee - food & drink to be provided to them !		Skills Exchange List - people to advise what skills they offer and if free / mates rates etc - include in mailing flyer	Brenda's grandson to put up bunting			
						Street History / Photos - display and try to get older residents to tell their stories - Paul (No2) keen to work on this	John (No1) checking with College to see if can use Art college car park again			
						Town Cryer not available. Who else to open ? Idea of "The / A Queen" to do it !!				
						Best Dressed House Competition - To be judged by person opening event (not from QR) Needs a Prize - B&Q / Homebase vouchers ?				
						Dressing Up / Costume competition for the children - Needs a Prize (ELC / Trinders)				
						Large map with push pins for residents to show where they are from (UK & abroad) - Antony checking with Jon P				
						Children's area (soft play) to ensure children kept safe - Yolaine (No82) to do this; Rachel trying to get soft play toys (slides etc)				
						Children's musical statues and sleeping lions				
						Children's reading corner				
						Junk art modelling (as 2009)				
						Washing Line of Wants (as 2009)				
						Henna painting - Tim to check with Noveen if possible - if not Cathy knows someone				