

| Attendees | Theme / Purpose | Finance / Charity | Council / Insurance | Entertainment /Music | Food & Drink | Activities | Activities (2) | Street Organisation / Decorations | Environment / Recycling / H&S | Raffle & Competitions | Media / Multimedia |
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| Queens Road Residents | Victorian theme - encouraging residents to dress up and embrace the theme ! | Charity is Banbury branch of Samaritans www.banburysamaritans.org | £10m Public Liability insurance Required - purchased from Finance ReDirect (£140) increased to 300 people (extra cost £17.85) NEW QUOTE £135 - check policy. John L to make request for updated quote £1m / £2m | Antony Goodman No 51 responsible for music and entertainments - Rachel & Kerry & Cathy | Kate & Tracey looking after this - paragraph for communication letter to be provided (food / crockery) | Bouncy Castle - going to go for adult castle at £95 - Rachel to organise | Victorian Costume competition for the children - Needs a Prize | Bespoke Queens Rd bunting to be produced - co-ordinated by Jacqui. Everyone to do their bit ! Some budget to be used for the cord to attach bunting panels to | Clare Taylor to be responsible - recycling / H&S / 1st Aid | Tim (No82) responsible for prizes and admin related to selling tickets - need to find someone else to organise and possibly to MC | Derrick No28 & Lucy No37a are media contacts |
| Households able to invite guests once we have more or less confirmed numbers from residents (wait until end of May) | We're supporting poster - Victorian elements | Suggestion of £10 donation per household + £10 per guest household | Company not to be used to close street saving £120? - NOT REQUIRED ?? We will pick up signs - but need to organise who | Antony doing DJ'ing - not necessarily as before PA system OK | Traditional Lemonade stand - Kate & Tracey - details TBC. Also Jam from John H - will someone make scones ?? | Fire engine booked by Clare Taylor | Victorian Costume competition for adults - Needs a Prize Identify costume hirers etc and circulate to residents | Tables to be used again from Cathy's school - Cathy (No61) to investigate ; YES. Need to organise collection May need some others from Woodgreen LC - tim to check | Need full H&S organisation / risk assessment well in advance of event | Sell only on day - REF CONDITIONS FROM COUNCIL - no "deals" | Oxbox TV - Filming, editing, hosting and can link to Twitter / Facebook |
| Other guests | Ralph / Dewi to work on graphics / banner etc. | Monies currently in pot £251 | Make application for street closure 10-6? with party 12-5; await response from the council. John L to make formal request. | Live music from Kerry & Ryan - Applejackduo | Food to be brought as before - Savoury OEB side sweet OED side of street | Police van & police in attendance Clare Taylor arranged | Coconut Shy ? Good idea but concerned about balls damaging windows etc / hitting people so decided against this. | Parking / Street Clearance - Roger (No19) to be responsible for this - with help | Recycling bins organised | Local companies being contacted to request raffle prizes or items to support BL - sponsor letter drafted & some sent out. Need to do more - ask residents | Banburyshireinfo.co.uk to post info about event - need to send lan the info |
| Current number confirmed households (124 definite yes) | Ralph / Dewi to work on brochure. Tim to print via Xerox | Brenda(No28) - Charity Liaison - info about charity? Liz No1 to advise them we are raising money for them and to get a representative at the street party | | Barrel Organ - Steve Gold unable to get anyone as all at Bloxham Show. John H not able to get one. Kerry to investigate also via Scouts - Rachel to check with her | Ice cream stand to be done again by Charlotte | From The Artery: We will host an exhibition entitled 'The Children of Queens Road' at The Artery for the week following the QRBL. (will provide you with bordered papers for the children to work on their self portrait at the party. If they wanted to do themselves in victorian dress, so much the better! Talk to Barry in the shop about a loan of colouring pencils, if needed) - need to get Mel engaged in this. Need to organise a prize | Lucky Dip / Bran Tub - Cathy thinks they have a wooden tub for this and Steve G to investigate prizes and gizmos for the gifts. 20p a go | John (No1) checking with College to see if can use Art college car park again - not available. Tim to check if Woodgreen car park available | Normal rubbish needs to be put into our own green bins | Need to follow up | |
| Max 350 attendees?? 400 requested - should be ok | Ralph working on poster for quiz | Sue (No 19) - Treasurer - Community bank account opened - 2 signatories (Tim also). | | Are our entertainment requirements going to need a licence ? Unsure but if so, Antony to apply for licence. LICENSE NOT REQUIRED - NEED TO COMPLY WITH CONDITIONS | Possible competitions - best Victoria Sponge cake | Seaside area - Punch & Judy - tim send details to John H who will follow up on this; paddling pool, sand pit, put your face through board with images of people in bathing costumes (need 2 paddling pools) | | | | | |
| Going to have wristbands for identification on day - Tim ordered 400 via Ebay | | John (No1) to do Fundraising with help from Tim (No82) on sponsorship etc | | Victorian games and toys - Cathy can access spinning tops / hoops etc and will do games - hopscootch etc - needs one other to help | Possible Queens Road rock ? Antony investigating - Steve G looking into this | Roger has sorted play sand and materials to make board to put faces through. Alan and Roger to make this and Kate & Tracey to paint it. Sponsored by Travis Perkins | | | | | |
| Lucy (No37a) & Rachel (No34), John (No1) and Tim, Yolaine and Michelle (No 20) working on this | | Possible fundraisers in advance of event - front gardentable top sale - Sunday morning / afternoon - Tim to suggest dates; quiz night - Wednesday 15th June 7.30pm at Pinto lounge | | Magician booked - will do magic from a specific stand and also street magic walking around | | Street History / Photos - Derrick working on 1901 census - history of houses and residents (& current residents) Link to Historypin as archive. Jon L to prepare large map - Roger and Alan to build a frame / board | | | | | |
| Latest update mail shot (20th April) to all households | | Need to collect donations from households | | Stocks from Town Council - booked - need to collect them from park | | Town Crier booked & consort as Queen Victoria - use as MC for events throughout the event and to open event | | | | | |
| | | Quiz night from 7.30pm at Pinto Lounge (Wed) - teams of 6 max £2 per person | | Mill Youth Theatre group - 20 minute Banbury History theatre piece - can they also mingle during the afternoon? | | Best Dressed House Competition - To be judged by person opening event (Needs a Prize - Go Karting prize again) | | | | | |
| | | Agreed that it would be good to try to raise enough funds to have £150 at least left over to start next year's party organisation (2010 but same this year?) | | | | | | | | | |