

## King's Coronation Event Planning Meeting

Monday 13th February, 2023, 7.30pm  
Wheal Phoenix Room at The Public Hall, Liskeard

### Present:

Councillor Simon Cassidy (in the Chair), Councillor Christina Whitty, Rachel Bennett for part of the meeting (Churches Together in Liskeard), Stuart Houghton (Liskeard Lions), Lin Moore (Traders Association), Mike Allsopp and Paul Program (Liskeard Radio), Alastair Doyle and Stuart Hynd (Event Services), Yvette Hayward and Mandy Hancock (Liskeard Town Council)

### Apologies were received from:

Rev Andy Day (Methodist Church), Chrissie Henwood (British Legion) and Kieron Jewell (Liskeard Lions and Scouts)

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| 1. | <b>Welcome</b><br><br>Councillor Cassidy welcomed everyone to the meeting and advised that no further information was available from the Palace regarding event timings.   |    |
| 2  | <b>Local Possible Events and Activities</b><br><br>Apologies had been received from the British Legion, updated details of their event had been received that they would be holding a Drumhead Service on The Parade on Sunday 7 <sup>th</sup> , the time is anticipated to be 11am, but this is to be confirmed. The Town Crier, Councillors and public are welcome to attend.<br><br>Stuart confirmed that the Lions Afternoon Tea would be 2-5pm on the Sunday. The Lions are liaising with Cornwall Council and have submitted an Events Notice. Their projected costs were anticipated to be £1,000 for transport, approx. £6 per head for refreshments plus other ancillary costs. Their difficulty was in knowing how many people to cater for. They are basing their numbers on the Public Hall capacity of 150. They may use a marquee for the elderly and families in the Gardens. They have all their permissions done, and are now working on the details.<br><br>Screening the Coronation events – it was thought that some of the town's pubs would be screening the events. The British Legion will be holding a BBQ/Cream Tea whilst screening the Coronation which anyone can attend.<br><br>Lin will check with the Traders when they are planning on opening over the bank holiday. | LM |

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|  | <p>Rachel advised that she had received no feedback regarding the Church services and that it would be best to liaise with them direct. She left the meeting.</p> <p>If an event is to be held on Saturday afternoon/evening in Westbourne Gardens it will need significant funding, security and lots of volunteer support. Permissions will need to be sought and an Event Notice will soon need to be submitted to Cornwall Council. Time is short for organising such a large event. The event will need to have a headline act to bring visitors, not just community group choirs. Liskeard Radio are willing to bring a DJ and assist with the event, but not be the lead organiser of it. Mike will speak to the Liskeard Radio directors.</p> <p>Stuart Houghton commented that the first aid cover alone for Ploughman's was in excess of £900 and that donation buckets do not bring in much towards the event costs. The Ploughman's group run the bar themselves using sale or return from Cornish Orchards and Beer Cellar as suppliers. Some of the group are Personal Licence holders. The bar facilities may have to go out to tender, depending on whether an organisation takes on running the event. Again, this could need volunteers. It was noted that an organisation could possibly receive a grant, but the Town Council would need to obtain 3 quotes if it leads the event.</p> <p>Simon agreed to speak to Liskeard Radio and Alastair at Event Services this week to build up an idea of costs and then take it to the Full Council meeting for permission to use the Council's reserves. He would then put out a call for volunteers.</p> <p>Stuart Houghton queried whose insurance would be needed. Yvette confirmed that if the Town Council were the lead organisation their insurance would cover what was their responsibility. The insurance company would need any event Risk Assessed and checked with them. Each organisation would need their own insurance.</p> <p>Town illuminations – Alastair advised that lighting the clock was easy but he would need a more detailed look at Webbs House and using a high powered projector. It was also important to remember that it is a residential building. Previously when projection mapping onto Webbs had been looked at it proved difficult and costly. Lin asked about search lights. Alastair said that the weather could be a problem with them and their effectiveness.</p> <p>Alastair will look into costings for red, white and blue lighting onto Webbs House and a search light. LED lighting of the clock will be investigated, but checked with the Facilities Manager for what is possible. The Facilities Committee had recently turned down the funding of such permanent LED lighting.</p> <p>Bunting/flags – Lin advised that there was enough bunting to cover the town. Simon will speak to Lights Up to see if they can put it up.</p> | <p>MH</p> <p>SC</p> <p>AD</p> <p>MH</p> <p>SC</p> |
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Below is a draft working list of events as we currently have them:

### King Charles Coronation events

| Date  | National Info   |
|---|---|
| Saturday 6 <sup>th</sup> May<br><br><b>Coronation Day</b> | <b>Coronation</b> at Westminster Abbey  |
| Sunday 7 <sup>th</sup> May                                | <p>Special <b>Coronation Concert</b> will be staged and broadcast live at Windsor Castle</p> <p>The centrepiece of the Coronation Concert, 'Lighting up the Nation', will see the country join together in celebration as iconic locations across the United Kingdom are lit up using projections, lasers, drone displays and illuminations.</p>  |
|   | <p>Coronation <b>Big Lunch</b>, at which neighbours and communities are invited to share food and fun together, will take place across the country on the same date. Overseen by Eden Project.</p> <p>Free downloadable resources will also be made available online by the Big Lunch team at <a href="https://www.edenprojectcommunities.com/the-big-lunch">CoronationBigLunch.com</a>, to help people and communities start their Coronation Big Lunch planning.</p> <p><a href="https://www.edenprojectcommunities.com/the-big-lunch">https://www.edenprojectcommunities.com/the-big-lunch</a></p> |
| Monday 8 <sup>th</sup> May<br><br><b>Bank Holiday</b>     | <p>Members of the public will be invited to take part in The <b>Big Help Out</b>, which will encourage people to try volunteering for themselves and join the work being undertaken to support their local areas.</p> <p>The aim of The Big Help Out is to use volunteering to bring communities together and create a lasting volunteering legacy from the Coronation Weekend.</p> <p>Being organised by The Together Coalition and a wide range of partners such as The Scouts, the Royal Voluntary Service and faith groups from across the United Kingdom</p>                                     |

| <b>Date and Time</b>  | <b>What's Planned (public)</b><br><b>By who?</b><br><b>Where?</b>   | <b>Who are public to contact for more details</b> |
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|   | Town crier proclamation ?<br><br>No information received from the Palace regarding this yet                 |   |
| Monday 24 <sup>th</sup> April<br>– Tuesday 30 <sup>th</sup> May<br>(closed on 6 <sup>th</sup> ) | 2 Exhibitions – working titles currently. Exhibitions with photos and memories of King's visits to Cornwall | Stuart House                                      |
| May   | Exhibition on King's Visits to Liskeard (including him opening the Tourist Information Centre/ Museum)      | Museum  |
| Saturday 6 <sup>th</sup> May  | Screening of Coronation with BBQ or Cream Tea (as weather dictates). Open to public.                        | British Legion                                    |
| Sunday 7 <sup>th</sup> May<br>2-5pm   | Afternoon Tea party in Westbourne Gardens / Public Hall – pending confirmation of facilities availability   | Liskeard Lions                                    |
| Sunday 7 <sup>th</sup> May<br>11am TBC  | Drumhead Service and wreath laying<br>The Parade  | RBL   |
| Sunday 7 <sup>th</sup> May  | Church Service in evening   | St Martin's Church                                |
| Monday 8 <sup>th</sup> May<br>10am  | Community Litter Pick<br>Meet at Scout Hut, Castle Park   | Scouts  |