

## Bretton Parish Council

### Minutes of the Bretton Community Festival Committee Meeting held on the 7<sup>th</sup> July 2016 at 4.00 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton

**Present:** Councillors, M Clements, C Lee (presiding), J Merrill, C Tilling and S Warren

**Others:** B Champness (Clerk)

**Not Present:** D Defraime

#### Open Forum

There were no members of the public present and the meeting was formally opened at 16.05. In the absence of Cllr Defraime Cllr Lee acted as Chair.

#### 104. Apologies for absence

104.1 No apologies were received

#### 105. Declaration of Interest – To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item

105.1 No one declared an interest in any item on the agenda.

#### 106. To approve the minutes of the 9<sup>th</sup> June 2016 (BCF15-09)

106.1 **Resolved:** that the minutes of the 9<sup>th</sup> June 2016 be signed by the Chair as a correct record.

#### 107. To discuss and approve attractions to be booked.

**107.1** The following responses and bookings had been made or needed to have a decision made:

1. Anna Williams confirmed that she had someone from Supported Employment to help with the litter picking and she was willing to volunteer her services on the day as well
2. The bar had confirmed that they had received the TENS Licence. They wanted to get on the field by 4 a.m. to set up. This raised a few questions, (1) How would they gain access onto the field and (2) They needed to be told where they could set up as we did not want them in the wrong place. It was suggested that a map of where we wanted them should be sent. It was agreed that they should set up in and around the same place as last year.
3. The Compere had organised some acts to appear in the arena after the stalls had left. He had Lee Entson with his guitar from 5:30 to 6. So that has filled in a gap, should be easier to get to 7 with disco music etc. now. He also has an act for 6-6:30 it is Aimee Peart-Webb, accompanied by Sarah Edwards. He can also do some mind reading if required.
4. The Clerk explained that he forgot to include last month the Lithuanian dancers who were going to appear in the arena.
5. He now had 8 walkie talkies and he had charged 2 and they were working well. He was asked to ensure that all were fully charged for Saturday.
6. The Clerk explained that he had contacted the Police and was hoping there would be a Police presence on the day.
7. It was explained that the manager at Sainsbury's had indicated we could put up the roller banner in foyer of the store as well as putting up a notice on the noticeboard. Unfortunately whilst the printer had been asked to deal with the banners and flyers they had not even come back with a draft to approve.
8. The road signs were now in place advertising the festival and where to go. However there was one sign which seemed to be in the wrong place. This was by the BP garage which was directing traffic along Bretton Gate towards the hospital. Other than this one sign the rest were in place and were directing traffic to the right place.
9. Cllr Merrill was asked if the Lions Rugby Club were still going ahead with a fun day on the 16<sup>th</sup> or whether he had been able to ask them if they wanted a stall and could put on a small display in the arena. He said that he thought they were still going to go ahead with their fun day. He explained that he was a committee member but had not been to their recent meeting as it clashed with a meeting with the Parish Council.
10. The Bowling Alley had requested a form to book a stall and although one had been sent this had not been returned. The Clerk was asked to chase this up.

**108. To consider the layout of the field and where and when we need volunteers to help.**

**108.1** Cllr Lee said that she was in the process of preparing a plan for the field and where the various stalls should go. If anyone wanted to assist then they could and she would be working in the parish office the week before the festival.

**108.2** It was agreed that the field would not be marked out as we did the year before and instead we would simply put marks on the field where bollards should go and we would then be able to follow the plan as prepared by Cllr Lee. The work on marking out would take place on Friday 15<sup>th</sup> July and we would meet on the park at about 1 p.m. Anyone wishing to help would be most welcome.

**109. To consider the final arrangements for the day and what needs to be organised.**

- 109.1** The Clerk was asked to see if he could arrange for the grass to be cut on the field we used for the car park and on the field we held the festival on.
- 109.2** Volunteers were needed to be on the field by 8.30 a.m. so that the tents could be put up. As always it was anticipated that many stall holders would attend before the allotted time and if they did this meant that some volunteers would be taken from the erection of the tents to sort out where the stalls were to go. Cllr Lee said that Sophie and Matthew Lee would help as would Chris Lee. Her daughter Jo might be able to help but it was unlikely. Help would also be needed at the end of the day with taking down the tents and generally cleaning up
- 109.3** Cllr Lee would arrange for sandwiches to be purchased from Sainsbury's and would also purchase the water for the volunteers to drink as well as a gift for the compere.
- 109.4** The Clerk was to get a float of a £100 for the day in 50p, £1, £2, £5 and £10's
- 109.5** The Clerk was asked to make sure the printed off drink tokens for the volunteers to use at the bar. The same arrangement applied as last year in that we would hand in the tokens and the cost would be deducted from the money received from the bar at the end of the day.
- 109.6** The Traffic management Team had explained that they would have a large sign put up at the entrance through the woods saying the Water Park was closed. The toilets would be arriving on Saturday morning and collected in the evening. The Clerk was to check that the First Aid lady would be present.
- 110. To consider the accounts**
- 110.1** The Clerk apologised for not being able to get the accounts prepared in readiness for this meeting.
- 111. Correspondence.**
- 111.1** There was no other correspondence other than what has been mentioned above
- 112. Any Other Business - \_Reminder by Law – information exchange only no decisions can be made**
- 112.1** There being no other business the meeting was formally closed at 17.10
- 113.** The date of the next meeting – to be held on **on a day to be agreed.**