

Bretton Parish Council

Minutes of the Bretton Community Festival Committee Meeting held on the 16th February 2017 at 6.00 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton

Present: Councillors, M Clements, D Defraigne, C Lee (Presiding), and C Tilling
Others: B Champness (Clerk), Justin Beaumont (Peterborough City Council)
Not Present: M Gimblett & Billy Coyle

Open Forum

Justin Beaumont from Peterborough City Council was in attendance as he wanted to talk to us about two matters. The first was in relation to the Festival. He confirmed that we could use the fields that we used last year and that the Water Park would be closed for the day on the 8th July. He said that he wanted us to carry on as before. He was the one who was responsible for the licence for holding events in parks. When asked if we needed a licence for any of the activities we had going on he said that he would expect each person /group would have a licence. He thought that Bretton Park would have a licence. He did say that he would expect all stall holders to have Public Liability Insurance as if they did not then any claim would be made under the Parish Council insurance.

He said that he wanted the Clerk to send him the usual risk assessment he used to send to Fraser and to send him details of the insurance cover that we had.

He explained that Radio Cambridge had been in touch with him about a celebration of the life of Dereck Brown who had recently died and had during his life run a successful dance studio. He had suggested that rather than have two separate events they might want to get in touch with us as we could include something at the festival. He had given them our details and how to contact the Clerk. The Clerk explained that to date he had not heard from them.

The other matter was in relation to Christmas Lights in Bretton centre. He had met with the Clerk last week at the Bretton centre together with two employees of K A Wing. It was discussed where we could put up lights in the Centre and the Clerk explained that we were looking to put up lights in the area in front of the banks and bus stops. It was suggested that rather than have lights crossing the road from the buildings the lights could be wrapped around the trees by the bus stop. The other suggestion was to have lights wrapped around the lampposts in the car park at the Centre. It was agreed that K A Wing would obtain a quote as they had lights which we might be able to use. They would quote to have the lights installed and removed after Christmas and keeping them in the trees the whole time. He had now obtained the quote which he forwards onto the clerk whilst at the meeting. For lights in the 4 trees this would cost £1950 for the first year and £350.00 per year thereafter. In the Centre there were 35 lights and to decorate all of them would cost £4725 and £3075 each year thereafter. For 15 lights this would cost £2250 and £1800 yearly thereafter. And 30 would cost £3900 and £2550 per year thereafter. The lights would be on a 20 meter coil.

The meeting was formally opened at 18.25

25. Apologies for absence

25.1 Apologies were received from Cllr Warren (personal) Ashley Smith (personal)

25.2 Resolved: that the apologies be accepted. Josie Stone from Vivacity had hoped to attend but instead sent her apologies.

26. 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

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

27. To appoint non parish councillors onto the committee

27.1 Although no one was present who wanted to be on this committee it was agreed that we would keep this as an agenda item as someone might wish to be on the committee.

28. To approve the minutes of the 19th January 2017 (BCF16-02)

28.1 Resolved: that the minutes of the 19th January 2017 be signed by the Chair as a correct record.

29. To receive an update on bookings already made and if necessary to approve payment of invoices received

29.1 It was explained that Tom Puckett had replied to say he and his colleague would be delighted to attend this year and would keep their price as at 2015 which was £600 and £30 travel expenses. Rather than book him now the Clerk was asked to see if Josie Stone from Vivacity had someone similar that she could get to attend and if so at what cost. We should also ascertain from her what other acts she might be able to get to attend. This would avoid duplication of acts.

29.2 An invoice had just been received from Amey regarding the hire of the bins at the 2016 Festival. After the last meeting Billy Coyle had contacted the clerk to give details of the folding bins which could be purchased. They were rather small and they would cost as much to buy 6 as it would to hire 9 large bins. **Resolved** that we hire another 9 for this year. A letter should be sent to the food stalls advising that they had two options. Option 1 was to take /remove their rubbish at the end of the day or Option 2 pay an extra sum to us to remove the rubbish. This extra cost would be a reasonable sum to ensure that we were compensated for the extra work involved removing it.

29.3 Frank's Ice Cream had written asking if they could have another stall but selling pizza. It was agreed that this would be in order.

29.4 Rachel Arling who usually sells burgers, bacon rolls, hot dogs, chips, cold filled rolls and should also be able to offer jacket potatoes this year, wanted to know if she was needed this year. She had been to the last two festivals. It was agreed that she could come back this year.

30. To consider the Finances and how this can and should be spent.

30.1 As requested at the last meeting the Clerk had placed on a spreadsheet all booking made showing the costs and what we had paid and what was still outstanding. This was circulated. It was pointed out that we would still have to pay for advertising and other incidentals but that would not add up to much.

31. To discuss what stalls, rides and other attractions we should have for the festival and if appropriate to organise bookings

31.1 Andy Cater the compere had replied to say he was able to help us once again this year.

- 31.2 Charlie Brown who was the choreographer for Pyramid Pioneers would be bringing two other dance groups along and she wanted a 30 minute slot so they could each follow each other.
- 31.3 The clerk would check if the Vet could still do the dog show.
- 31.4 The Clerk would now re-join Stall Finder and get letters out to the stall holders from previous years. He had printed off the form that stall holders would complete and a letter that would be sent close to the day of the festival. Both documents were amended as it wanted to be made clear that we would not allow stall holders onto the field before 10.30 a.m and cars had to be off by 11.45 a.m. Cars would not be allowed back on the field until 5 p.m.
- 31.5 The Clerk would chase Voyager to see if they could attend the festival and also Donald Gray

32. To appoint working parties to carry out specific jobs

- 32.1 It was agreed that it was too early to decide what working parties needed to do specific jobs

33. Correspondence

- 33.1 There was no correspondence at this stage relevant to this meeting.

34. Any Other Business - _Reminder by Law – information exchange only no decisions can be made

- 34.1 There being no other business the meeting was formally closed at 19.02

35. The date of the next meeting – to be held on **Thursday 9th March 2017 at 18.00 p.m. at the Parish Offices, Unit 2 Pyramid Centre, Bretton**