

## Bretton Parish Council

# Minutes of the Bretton Community Festival Committee Meeting held on the 19<sup>th</sup> January 2018 at 5.45 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton

**Present: Councillors: L Aldridge, C Lee and S Warren (Presiding)**

**Others: B Champness (Clerk)**

**Not Present: S Gair**

### Open Forum

There were no members of the public present and the meeting was formally opened at 17.50

### 14. Apologies for absence

14.1 Apologies were received from Cllr Rudd (health)

14.2 **Resolved:** that the apologies be accepted

### 15. 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

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

### 16. To appoint non-parish councillors onto the committee

16.1 There were no nominations, but it was agreed this would remain on the agenda.

### 17. To approve the minutes of the meeting on the 15<sup>th</sup> November 2017 (BCF-17-01)

6.1 **Resolved:** that the minutes of the 15<sup>th</sup> November 2017 be signed by the Chair as a correct record.

### 18. To discuss matters raised by Peterborough Presents and TMO Traffic Highways Ltd at the informal meeting on the 10<sup>th</sup> January 2018

**18.1** Unfortunately, Josie Stone could not attend this meeting, but she had met with the Clerk that afternoon. As was explained to her and the members of the committee, Peterborough City Council had written back to say we could use the whole of Bretton Park if we wanted to, but the Lions Rugby Club had written to say that they would prefer to say no now rather than later to allowing us access for parking, as the part of the field we wanted to use had problems with drainage. It was explained to Josie that we might still be able to use that field at the side of the Rugby Club if we were able to manage traffic along the cycle path from the water park to the entrance to that field. This however would be rather difficult to manage as we would have to have more helpers in trying to direct traffic and parking the cars. Dave from TMO Highways was not present but he had indicated that if the rugby club had said yes it would resolve many of the problems we had last year, and it would not be necessary to employ more workers.

Josie had provided details of two acts that they wanted to bring, and she wanted to know what one we would prefer. The first on was a High Wire show but this needed a 50-meter footprint. She wanted to know if we had enough space for this as nothing should be underneath the rig. This would have to be decided by the committee. The other act was High Wire Walkers Workshop which was interactive with audience participation and did not need as much space as the first one. **Resolved:** that we would agree to the second option. Josie also wanted to know if we wanted to give Peterborough Presents their own space at the festival such as in the corner behind the food stalls. **Resolved:** that we would give them their own allotted space.

There was talk about whether the Parish Council should have their own printed tee shirts which would make the helpers more distinctive and the people from Peterborough Presents could also wear the tee shirts. **Resolved:** that we do not purchase tee shirts and would continue to wear the high viz jackets.

**18.2** In view of the fact that the rugby club would not allow us to use their field it was **resolved** that we would revert back to using the same fields as last year, that if necessary we would pay for an extra person to work with the Traffic Management Team and that we would not have a car boot sale.

**19. To approve the quotes received in respect of the following:**

- 19.1**
- a) The Outdoor Education Company Ltd – the quote for the Climbing Wall and Laser Tag is £890.00VAT which is the same as last year
  - b) Soundstage One – the quote is for providing the stage and all the sound equipment and amounts to £1346 + VAT
  - c) Tom Puckett – his quote is for £600.00 plus £30 travel.
  - d) TMO Traffic Highways Ltd – no quote as yet
  - e) Sandra Stout for First Aid Cover - £170.00
  - f) Bourne Fun – for providing the barrel train, bucking bronco, inflatable assault course, and one other ride - £1350.00
  - g) The outdoor bar. – they will not make a charge to us but pay us 20% of their takings

**19.2** The Clerk explained that we had received another quote from CWS Services for the hire of a stage and sound. The quote was circulated, it was pointed out that in addition to the quote they would charge us extra for the use of diesel to run the generator. As the quote was only slightly less than that as quoted by Soundstage One, which included the cost of diesel we would stay with Soundstage One.

The Clerk had also received details from Mick at Europress Printers who had a relative who hired out bouncy castles and other such equipment. It was agreed we would not use him this year as we had an agreement with Bourne Fun. **Resolved:** That the above quotes are accepted.

**20. To consider whether we wish to have one of Golden Events packages attend the festival**

**20.1** Golden Events had been a regular attraction at festivals in the past, but it was felt that we needed a change and did not book them for the last couple of years. They had been in contact to see if they could provide something this year being the year of the World Cup. They offered the following

**WORLD CUP TABLE FOOTBALL TENT**

Marquee 6m x 6m  
International flags  
Football Tables x 6  
"World Cup" Language Quiz Board  
Knockouts & competitions  
Staffing  
£1200.00

**WORLD CUP FAMILY FOOTBALL ZONE**

Marquee 6m x 6m  
International flags  
Football Tables x 6  
"World Cup" Language Quiz Board  
Spotkick Showdown  
Dribble Around the World  
Staffing x 3  
£1550.00

**MINILMYPICS ZONE**

Perfect Putting  
Double Dunk  
Wicked Wickets  
Wobblympics Boards  
Pop-up Badminton  
Table Tennis  
Scorecards  
Staffing x 3  
£1550.00

**MIXED PACKAGE**

Marquee 6m x 3m  
Football Tables x 3  
Double Dunk  
Perfect Putting  
Wobblympic Boards x 2  
Scorecards  
Staffing x 3  
£1500.00

With any of the football options, I will include a prizes package of 6 footballs and 6 winner's T-shirts without charge. These would be won through "World Cup" knockouts on the table football and/or penalties/dribbling challenges. **Resolved:** that we would not instruct him this year as we did not have the funds.

**21. To receive an update from any working party.**

**21.1** Cllr Aldridge stated that she had not yet made much progress with finding sponsors for funding the hire of tents or other specific expensive items in exchange for advertising their company. Her own company was willing to be a sponsor, but she now needed a logo which she could use to set up a Facebook page and use on any sponsorship form. The Clerk explained that he already had a logo and would send that on. What Cllr Aldridge needed was a price structure to put to sponsors. She was wondering if we should have a Platinum, Gold, Silver and Bronze process with sponsors paying say £250 for the platinum service. It was agreed that she would look into this and report back at the next meeting. It was further suggested that rather than asking for financial contributions shops like Sainsbury's should be asked to see they would be prepared to provide sandwiches and water. The Clerk was to check with Lana how big her tent was and if we could use it.

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

- 22.1** The Clerk explained that Rupert who attended last year with the birds of prey and indicated that he had fallen out with the company he worked for and had set up his own business. The clerk was able to show the members a copy of the flyer that he had been given. Rupert was more than happy to attend this year and would charge £100. It was agreed he should be booked.
- 22.2** Although Frank was going to bring a variety of food vans a Janet Githiri who ran JJEB Farm Goat Meat and sold a variety of food dishes including seasonal fruit juices to either drink straight away or take away had been in touch to see if she could bring a stall. It was agreed this was possible.
- 22.3** Heidi Coshall who attended last year selling candyfloss wanted to know if she could attend this year. It was agreed she could.
- 22.4** The Clerk explained that he would now send out e-mails to last year's stall holders to see if they wanted to attend and he would sign up to Stall Finder.
- 22.5** It was agreed that we would be charging £15 for a commercial stall which would be free to a charity.
- 22.6** Queen Katherine Academy has indicated that they could provide bands/soloists to attend the festival and could perform either during the festival or at the end. The Clerk was asked if he had heard from South Bretton Baptist Church and as he had not he would chase them up.
- 22.7** Cllr Warren said that he could try and get the Romans to come to the festival, but it was quite expensive. It was thought we could not really afford them, but it was worth checking with Peterborough Presents to see if they could arrange for them to attend.

## **23. To appoint working parties/committee members to carry out specific jobs**

- 23.1** It was agreed that we had not made sufficient progress to set up any other working parties/committee members to do specific jobs.

## **24. Correspondence**

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

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

**25.1** There being no other business the meeting was formally closed at 19.10

**26.** The date of the next meeting – to be held on **Wednesday 14<sup>th</sup> February 2018 at 17.45 p.m. at the Parish Offices, Unit 2 Pyramid Centre, Bretton**

DRAFT