

## Bretton Parish Council

### Minutes of the Bretton Community Festival Committee Meeting held on the 1<sup>st</sup> July 2019 at 5.45 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton

**Present: Councillors:** L Aldridge, K Riddler, C Rudd (Presiding), M A Stanton and S Warren  
**Others:** B Champness (Clerk)

**Not Present:**

	<b>Open Forum</b>
	There were no members of the public present and the meeting was formally opened at 17.45
	<b>65. Apologies for absence</b>
	<b>65.1</b> Apologies were received from Cllr C Lee (work) and Josie Stone (personal). <b>Resolved:</b> that the apologies be accepted.
	<b>66. Declaration of Interest</b> – 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
	<b>66.1</b> No one declared an interest in any item on the agenda.
	<b>67. To approve the minutes of the meeting on the 12<sup>th</sup> June 2019 (BCF 19-01)</b>
	<b>67.1</b> <b>Resolved:</b> that the minutes of the 12 <sup>th</sup> June 2019 be signed by the Chair as a correct record.
	<b>68. To make final arrangements for the Great Bretton Bake Off</b>
	<b>68.1</b> It was agreed that the prizes prepared by Cllr Aldridge should be restored as they had become slightly damaged. She asked why the judging would take place at 12.30 and was told that we had to get an article in the Gazette and had to decide when the judging should take place. It was felt by the Clerk and the Assistant Clerk that 12.30 was possibly the best time as the cakes would be in a tent and if it was any later, and it was a hot day, then there could be a problem with keeping them fresh. A few people had sent in their names, but Cllr Aldridge was adamant that if they had not registered then they could not be entered on the day. This was felt inappropriate in view of the fact that this was not made public and it would be difficult to turn people away on the day. It was hoped that this would be a success
	<b>69. To arrange the final layout of the field.</b>
	<b>69.1</b> The Clerk explained that he was meeting with Donald Gray on the 4 <sup>th</sup> July so he could mark out the field with where his equipment was going. The layout for last year was considered and it was felt that we should use this as a template for this year but there would not be the archery taking place this year. The Chair and Cllr Aldridge would mark out the field on the 6 <sup>th</sup> July. The Clerk was asked to purchase some white spray paint

69.2	Josie Stone although sent apologies she has spoken to the Clerk about having 10, 5 metre flags that would be placed around the festival field. And wanted to know if we had any preference as to where they should be located. It was suggested that maybe two flags could be placed at the entrance from the car park to the festival field and 2 more by the stage. The remainder could be placed strategically around the field.
<b>70. To appoint working parties/committee members to carry out specific jobs on the day</b>	
70.1	It was agreed by the committee that the main contact on the day for volunteers to speak to would be Craig Rudd. If they arrived and did not have a specific job, then they would be allocated to wherever help was needed.
70.2	Cllr Lee had sent a message to say that her daughter and grandson would be willing to help with the car parking. At the last meeting Dave explained that he wanted 2 people who would be solely used for car parking for a couple of hours and would not be asked to go somewhere else.
70.3	At Full Council members said that they could or could not attend and if they could during what part of the day and for how long. Those details were shared.
70.4	The clerk explained that the busiest time was at 8 a.m. when the parish tents were erected but once they were up work could start on making sure the areas for the stalls and rides were marked out and could be accessed by those trying to put them up. The next busiest time was about 5.30 when the tents were taken down and folded away. Once the rides had gone and the food stalls had left there was then the matter of ensuring the field was left clear of rubbish and litter.
<b>71. To discuss final arrangements for the day.</b>	
71.1	<p>The Clerk explained what various arrangements had been undertaken for the day, which were:</p> <ul style="list-style-type: none"> <li>• The risk assessment and management plan had been sent to Justin Beaumont at Peterborough City Council who had telephoned to say that no news was hopefully good news as he had not heard back saying the festival could not go ahead.</li> <li>• The various rides and food stalls had all been written to asking for their insurance and certificates as well as risk assessments and all had been received or details given on how they could be accessed on their website.</li> <li>• The bar operator would be on site at about 8 a.m. and at about the same time the Highway Management team would be there as should the Clerk. It was hoped that shortly thereafter the porta loos would arrive.</li> <li>• Vivacity would be on site at about the same time and as they would not interfere with our work they could be left to their own devices.</li> <li>• There was a problem with one of the groups whom were performing in the evening. The group from Jack Hunt could not attend so the Clerk had been in contact with Robin Brisley to see if he could step in at the last minute. A young lady had also asked if she could perform and this was agreed to.</li> <li>• We had 45 definite stall bookings but quite a few of the bookings required 2 or 3 spaces which would mean we would fill about 60 pitches.</li> <li>• It was confirmed all payments had been made and everything was in place but there would always be last minutes glitches.</li> </ul>
<b>72. Correspondence</b>	

<b>72.1</b>	There was no correspondence at this stage relevant to this meeting.
<b>73.</b>	<b>Any Other Business - <u>Reminder</u></b> by Law – information exchange only no decisions can be made
<b>73.1</b>	There being no other business the meeting was formally closed at
<b>74.</b>	<b>The date of the next meeting – to be held on</b> a date to be fixed <b>at 17.45 p.m.</b> at the Parish Offices, Unit 2 Pyramid Shopping Centre, Bretton

DRAFT