

## Bretton Parish Council

### Minutes of the Bretton Community Festival Committee Meeting held on the 13<sup>th</sup> April 2022 at 19.30 held Unit 3 Pyramid Shopping Centre.

**Present: Councillors: M A Stanton, M Lee, C Rudd and C Lee**

**Others: S Radouani (Clerk),**

**Resident: Non attended**

**Not Present: K Wild**

	<b>Open Forum</b>
	There were no members of the public present, and the meeting was formally opened at 19.30
<b>46</b>	<b>Apologies for absence</b>
<b>46.1</b>	L Aldridge – work. K Wild – work commitment, C Francis - holiday- Resolved - apologies accepted
<b>47</b>	To formally appoint non parish councillors onto the committee
<b>47.1</b>	<b>Resolved:</b> There was no one to appoint
<b>48</b>	<b>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>48.1</b>	No one declared an interest in any item on the agenda.
<b>49</b>	<b>To approve the minutes of the meeting held on the 9<sup>th</sup> February 2022 (BCF 21-06)</b>
<b>49.1</b>	<b>Resolved:</b> that the minutes of the 9 <sup>th</sup> March 2022 would be signed by the Chair as a correct record.
<b>50</b>	<b>Matters to Report</b> (restricted to those items not listed on the agenda)
<b>50.1</b>	<b>Resolved:</b> Nothing to report
<b>51</b>	<b>To discuss the booking so far</b>
<b>51.1</b>	<p>The Clerk provided an overview to the festival committee and also advised them of a few points that needed to be clarified in relation to the</p> <ul style="list-style-type: none"><li>• The potential noise level generated from the sound equipment – the stage will be positioned in the same spot as in previous years. Therefore, there shouldn't be an issue.</li><li>• Information around the recent change in Government Legislation requirement on supplying inflatables at events. Given this, the Clerk advised the committee that additional information has been requested from the appropriate companies to satisfy the recent change in Legislation.</li><li>• Additional policies/procedures for any lost property have been created.</li></ul>

52	<b>To discuss what stalls, rides, and other attractions we should have for the festival and if appropriate to organise bookings</b>
52.1	<p>The Clerk provided the committee with a detailed document that outlined the current position of each phase of the festival project. Also, it offered an overview of what is pending. The committee discussed various potential organisations that could be contacted for entertainment or stalls.</p> <p>Requests for stalls are being received. However, there is still space for more.</p> <p>The Road Traffic Management Team will be requested to come to June’s festival meeting so that the logistics can be discussed.</p> <p>Additional requests for other activities were discussed and M Lee will be liaising with RAF cadets.</p>
53	<b>To discuss any additional requirements / resources needed</b>
53.1	<p>There were discussions about how many volunteers were needed to carry out specific jobs before the festival. The tents would need to be assessed, walkie talkies checked and all items in storage.</p> <ul style="list-style-type: none"> <li>• The committee discussed how many volunteers are required to put up tents and dismantle them during the event—at least four people per tent.</li> <li>• Requirements on the day - will need two people at the gate and six down the aisles. Bins need to be secured clerk to speak to Aragon.</li> <li>• Communication –A festival Poster has been created and circulated amongst the committee. Slight tweaks have been requested.</li> <li>• The storage cupboard will be sorted, and the equipment assessed, and colour coded to enable easy assembly on the day.</li> <li>• Need to review all tabards for volunteers</li> <li>• The Parish Councillors are organising an extra activity.</li> </ul> <p><b>To Resolve:</b> The Clerk will contact Aragon about the bins for the festival.</p>

<b>54</b>	<b>To appoint working parties to carry out specific jobs</b>	
	<b>54.1</b>	<p>C Rudd has been elected site manager  <b>8am start</b> -put up tents  <b>10.30am</b> – stall holders walk onto the pitches to their allocated stalls  <b>11.30am</b> – All vehicles need to be off site. However, except for those who have specified medical needs / etc.</p> <p>On the day there will be a runner, who will be helping out with coordinating communication with the Site Manager and groups.</p> <p><b>To resolve:</b> The Clerk will arrange the communication etc</p>
<b>55</b>	<b>Correspondence</b>	
	<b>55.1</b>	There was no correspondence
<b>56</b>	<b>Agenda Items for Next Meeting - <u>Reminder</u> by Law – information exchange only no decisions can be made</b>	
	<b>56.1</b>	There being no other business the meeting was formally closed at 21.30
<b>57</b>	<b>The date of the next meeting – to be held on Wednesday 11<sup>th</sup> May 2022 at 19.30 p.m. – Unit 3 Pyramid Shopping Centre, Bretton.</b>	