

Twyford Parish Council Minutes of the Twyford Village Fete Committee

Meeting held at held at 7.45 pm on Monday 31st October 2022 at Loddon Hall, Twyford, RG10 9JA.

Present: Mr M Bray (Chairman), Mr M Alder & Mrs S Wisdom.

Officers in attendance: Mrs L Moffatt (Clerk) & Mrs L Povey (Assistant Clerk).

1. **Public Questions** None.
2. **Apologies** None.
3. **Election of Chairman** Mr M Bray proposed Mr M Alder to be Chairman, seconded by Mrs S Wisdom. Motion carried unanimously.
4. **Election of Vice Chairman** Mrs S Wisdom proposed Mr M Bray to be Vice Chairman, seconded Mr M Alder. Motion carried unanimously.
5. **Declaration of interest in items on the agenda** None.
6. **To approve minutes dated 16th August 2022** Proposed by Mrs S Wisdom as a true and accurate record, seconded Mr M Bray, carried unanimously.
7. **Matters arising**
 - 7.1 Additional medic £180 [note: to replace one usually provided by WBC] – noted.
 - 7.2 Event Insurance £608.20 [note: existing insurers not willing to provide cover for the whole event as attendance numbers were likely to exceed 1,000] – noted.
 - 7.3 Positive feedback – noted.
 - 7.4 Classic car prizes – donated by Stanlake Park – noted.
8. **A review of the 2022 Fete – feedback/comments on the following:**
 - 8.1 Advertising/pre & post press releases/banners/schools / T-shirts / Flyers/branding – agreed to budget for more banners and to consider locations. Quote to be sought for T-shirt design and print.
 - 8.2 Opening / VIPs – well received. Councillors to consider options for next year.
 - 8.3 Layout – to include size allocated for stalls. Clerk to research competitor pitch charges/sizes. Consider making a one-off charge for food stalls instead of the existing arrangement. Free pitches are to be offered to those offering a service to the community.
 - 8.4 Schedule of events – suggestion to have a second main event.
 - 8.5 Master of ceremonies – feedback was excellent.
 - 8.6 Variety of stalls / Suggestion to number the stalls / WBC involvement – agreed to reach out to WBC to encourage attendance.
 - 8.7 Entertainment – band / Steve Colley. Suggestions for 2023 were Red Devils, BMX Stunt riders, and Reading Pipers.
 - 8.8 Children's activities
 - Free activities – Zorbs/hoverboards / Punch and Judy / Circus Skills / Inflatables/petting farm /stilt walker / bubbleologist
 - Chargeable activities – inflatables/teacup ride / bungee trampolinesAgreed to consider signage for the free activities.
 - 8.9 Sporting activities – children's races and tug of war – concerns that the one helper was overstretched and list of races should be agreed in advance. Mr Alder will speak to Castle Royle.
 - 8.10 Classic Car Show – positive feedback.
 - 8.11 Dog show – positive feedback.
 - 8.12 Food – water fountain. Suggestions of outside caterers to be sent to the Clerk. The suggestion of a temporary water fountain is to be explored.

- 8.13 Marquees/seating – additional picnic benches and seating for those eating would be well received.
- 8.14 Car park – Lions – positive feedback.
- 8.15 Stewards/gate marshals – there was a problem with cancellations and the 4 marshals didn't materialise.
- 8.16 Walkie-talkies/microphones
- 8.17 First Aid – positive feedback.
- 8.18 Signs – no comments.
- 8.19 Toilets – suggestion for baby changing facilities. Suggestion to order 2 disabled portaloos with baby changing facilities. Some toilets are to be located by the classic cars.
- 8.20 Waste - There was a shortage of assistance and the bins weren't emptied throughout the day as planned.
- 8.21 Website - pdf map and timetable that people can download from the Website – carried forward.
- 8.22 Post-event tidy up – carried forward.
- 8.23 Any changes to make in the organisation/planning/event management – carried forward.
- 8.24 To reflect on the timing of the event (1-5pm) – carried forward.

9. To review costings and funds raised for charity. Proposed Mrs S Wisdom, seconded Mr M Bray to **RECOMMEND to Full Council** a budget/precept of £12,000 expenditure, £2,000 income. Motion carried unanimously.

10. To make a recommendation as to which charity the car park funds should be donated to. The Lions had raised £837 on the car parking of which half is given to the Council to contribute to charity.

Proposed Mrs S Wisdom, seconded Mr M Bray to **RECOMMEND to Full Council** to donate £210 to Twyford Age Concern and £210 to Twyford and District Youth and Community Centre. Motion carried unanimously.

11. Agenda items for the next meeting:

- 11.1 Ideas/entertainment / budget for 2023
- 11.2 Suggestion of more tables and chairs
- 11.3 Horticultural Tent
- 11.4 To consider making no charge for community stalls and whether to charge the Sonning Scouts in future
- 11.5 To consider contactless payments
- 11.6 To consider talking with Swallowfield / Hurst / Woodley about how the fete could become self funding
- 11.7 To consider promoting sponsorship options
- 11.8 Using the website
 - stallholder forms & payments
 - classic car forms and payments
 - stallholder & classic car terms and conditions
 - publish layout & schedule

12. Date of next meeting – 9th January 2023

Meeting closed at 21:17