

Twyford Parish Council
Minutes of the Community Events and Engagement Committee

Meeting held at 7:45pm on Tuesday 11th July 2023 at Loddon Hall, Twyford, RG10 9JA.

Present: Mr M Alder (Chairman), Mr M Bray (Vice-Chair), Mrs J Jagger & Mrs S Wisdom.

Also present: Mrs M Bright (Resident).

Minutes: Mrs Lynn Povey (Deputy Clerk).

1. **Appointment of Chairman.** Mr M Alder was proposed by Mr M Bray and seconded by Mrs S Wisdom. Motion carried unanimously.
2. **Appointment of Vice Chairman.** Mr M Bray was proposed by Mrs S Wisdom and seconded by Mr M Alder. Motion carried unanimously.
3. **Public Questions.** None.
4. **Apologies.** Mr J Bowley.
5. **Declaration of interest in items on the agenda.** None.
6. **Minutes dated 28th February 2023.** Proposed by Mr M Bray as a true and accurate record, seconded by Mrs S Wisdom. Motion carried nem con.
7. **Meet Your Councillor -**
 - 7.1 Feedback of the events. The Committee are happy with how the events are going. It was requested that any posters are laminated and to highlight recent events/activities & potential upcoming projects on the display boards (Neighbourhood Plan, Twyford in Bloom, Skate Park, Stanlake Pavilion). Mrs J Jagger suggested Councillors hold sessions at Piggott Senior School (year 7 upwards) – Deputy Clerk to investigate the possibility in September and report back.
8. **Annual Parish Meeting**
 - 8.1 Feedback of the event. The Committee were happy with the event and wish for the same location/format to be used next year. The Committee asked the Deputy Clerk to seek feedback from stallholders, investigate public speaking courses/workshops for the Councillors and to arrange a practice session for those giving speeches next year ahead of the event.

Mrs S Wisdom left the meeting 20:03

9. **King Charles III Coronation Event – 6th May 2023**
 - 9.1 Feedback of the event. The Committee were happy with the event and noted the positive feedback provided. Thanks given to staff for relocating the event due to the weather conditions.
10. **Village Centre Events – To consider events for 2024 to encourage residents/visitors to the village centre.** The Committee wish for three events to be held next summer. Potential events:
 - Street Music.
 - Open air theatre/cinema.
 - Market – Local sellers.
 - 10.1 To report any outcome from meeting (10.07.23) with Town Centre Development Officer, Economy, and Housing (WBC). Mr M Alder provided an overview of the meeting held on the 10th July. The Committee would be minded for the option of the purchase of stalls to be used for village events via the grant to be explored but storage, staff time and ongoing costs need to be considered.
- 11 **Twyford Village Fete – 19th August 2023**
 - 11.1 Report from the Deputy Clerk on bookings. The Deputy Clerk reported on bookings as follows:

Band trailer	Emails sent 22/2 & subsequent calls – waiting to hear.
Bouncy Castle plus insurance	Emails sent 20/6, 30/6 & subsequent calls – waiting to hear.
Car Park	Emails sent 11/5 & 20/6 – waiting to hear.
Castle Royle	Email 30/6 - waiting to hear
Classic Cars	Save the date email sent 23/2
Crowd barriers	Confirmed 5/7/23

Dog Show	DBAC confirmed 23/02/23 Rosettes ordered 23/02/23
Enchanted Characters	Email sent 30/6 & 4/7 – waiting to hear.
First Aid	Confirmed 2/5/23.
Flyer	Circulated with RG10 Circulated to local schools and playgroups 6/7/23
Food	Sonning Scouts have confirmed. Maurice's Ice cream van confirmed. Rural Pie have confirmed. Paella Fella have confirmed. Ukrainian Street Food have confirmed.
Football – Fastest Shot	Confirmed 6/7/23
Hay bales	Email sent 30/6 – waiting to hear.
Main Arena – Savage Skills	Confirmed 21/2/23.
Master of Ceremonies	Confirmed 27/2/23.
Marquees (Loddon Explorers & Twyford Scouts)	Email sent 5/5 Twyford Scouts – waiting to hear. Loddon Explorers – waiting to hear
Pony Rides	Email sent 21/2 & 4/7 – waiting to hear.
Security, radio & PA	Email sent 5/7/23 – waiting to hear.
Skip	Email sent 5/7/23.
Street Entertainment	Email sent 5/7/23 – waiting to hear.
Toilets	Confirmed 7/7/23
VIP to open the fete	Confirmed.
Wokingham Arial Photography (volunteered services)	Confirmed 11/5/23.

- 11.2 Report from the Deputy Clerk on stall bookings – 46 stall holders have registered and stall booking fees are slowly coming in.
- 11.3 Report from the Deputy Clerk on costings – Costings are on target and within the agreed budget.
- 11.4 To agree any further bookings – Deputy Clerk to continue with bookings in line with the 2022 Event and for items previously agreed.
- 11.5 Classic Car Show (MA). Mr M Alder to produce and send out registration form and category sheet. The sum up machine is to be used to allow attendees to pay their entry fee.
- 11.6 Football Tournament (Twyford Comets). Confirmation received that they would run the same activity as last year. Noted.
- 11.7 Sporting Events. Email sent to Castle Royle to see if they can assist again this year. Mr M Alder to chase response.
- 11.8 Councillors helping on the day. Email sent to Councillors 6th July. Responses received from Mrs J Jagger, Mr M Alder, Mr M Bray, Mrs S Wisdom, Mrs B Ditcham and Mr J Bowley. A reminder to be sent to the remaining Councillors. Staff working on the day: Park Warden, Clerk & Deputy Clerk.
- 11.9 Schedule for the day. To be circulated.
- 11.10 Layout for the day. To be circulated.

12 To review the Community Events & Engagement Report (circulated with the agenda). The report was reviewed & noted (Report can be found following item 13).

Mr M Alder proposed for a second sum up card machine to be purchased to be used at the Twyford Parish Council stall so that Coronation mugs could be sold. Seconded by Mr M Bray and unanimously approved.

13 Date of next meeting – 10th October 2023. Noted.

Community Events & Engagement Report

Tuesday 11th July 2023

- **Expenditure:**

Expenditure approved under Financial Regulation 4			
Description	Budget	Amount	Approval
Purchase of rosettes – Dog Show	Fete	£77.85	Clerk
Purchase of an A-Frame display board	Meet Your Councillor	£123.39	Clerk
Sand for Gazebo Legs	Meet Your Councillor	£14.16	Clerk
Gazebo Legs – Weights	Meet Your Councillor	£14.16	Clerk
Flags & Crowns	Coronation	£60.12	Clerk
Fete Flyer – Design Costs	Fete	£100.00	Clerk
Fete Flyer – Printing Costs	Fete	£114.82	Clerk
Fete Flyer – Delivery Costs	Fete	£250.00	Clerk
Fete Banner Patches	Fete	£34.04	Clerk

Items to be carried forward:

- **Twyford Village Fete - Items being investigated:**

- Horticultural Tent.
- Additional seating (tables & chairs).
- To consider contactless payments.
- To consider talking with Swallowfield / Hurst / Woodley about how the fete could become self-funding.
- To consider promoting sponsorship options.
- To consider using the website for the following:
 - stallholder forms & payments.
 - classic car forms and payments.
 - stallholder & classic car terms and conditions.
 - publish layout & schedule.
- Car Parking – agree times of coverage.

Meeting Closed at 21:16