

Twyford Parish Council
Minutes of the Community Events and Engagement Committee

Meeting held at 7:45pm on Tuesday 10th October 2023 at Loddon Hall, Twyford, RG10 9JA.

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

Minutes: Mrs Lynn Povey (Deputy Clerk).

1. **Public Questions.** None.
2. **Apologies.** Mr J Bowley.
3. **Declaration of interest in items on the agenda.** None.
4. **Minutes dated 11th July 2023.** Proposed by Mr M Bray as a true and accurate record, seconded by Mrs S Wisdom. Motion carried nem con.
5. **Budgets & Precepts (Figures in one drive folder).**
[Note: to consider adding a contingency figure].

In line with the responsibilities of the Committee set out in the Terms of Reference, the Committee made the following changes/additions to the Community Events and Engagement budgets & precepts for 2024/25:

- To increase the Annual Village Fete budget from £12,000.00 to £13,500.00.
- To add a Annual Parish Meeting budget of £500.00.
- To add a Village Events budget of £1650.00.
- To add an Engagement budget of £120.00.
- To add a Meet Your Councillor budget of £50.00.
- To add a Citizen of the Year budget of £80.00.
- To add a contingency figure of £500.00.

Unanimously agreed for the following amounts to be approved:

- £16,400.00 Budget & Precept Expenditure – Community Events and Engagement Committee
- £2,000.00 Income
- £14,400.00 Net

6. **Meet Your Councillor -**
 - 6.1 **Feedback of the events.** The Committee are happy with how the events are going.
 - 6.2 **The Piggott School.** The Deputy Clerk reported that the Piggott School are happy for the Councillors to meet with members of the school council – awaiting dates.
7. **Annual Parish Meeting**
 - 7.1 **Feedback from stallholders.** Feedback received from six stallholders (circulated). Noted.
 - 7.2 **Public speaking session (for all Councillors) – Cost for the specialist £300 plus 25p per mile for travel (circulated).** Proposed Mrs S Wisdom, seconded Mrs H Winder to **RECOMMEND to Full Council** to accept the quote £300 plus 25p per mile for travel for the public speaking session. Motion carried unanimously.
 - 7.3 **To note booking of Loddon Hall.** Noted.
 - 7.4 **To note the practice session will be arranged for the week commencing 8th April 2024.** Noted.
8. **Village Centre Events – To consider events for 2024 to encourage residents/visitors to the village centre.** The Committee unanimously agreed for the Deputy Clerk to organise four events during Spring/Summer 2024 in the village centre subject to approval of budgets, licencing, and permission from landowners:
 - 27th April 2024 – Busker (TBC)
 - 18th May 2024 – Children's Entertainer (TBC)
 - 13th July 2024 - Busker (TBC)
 - 14th September 2024 – Band (TBC)
9. **A review of the 2023 Fete:**
 - 9.1 **Report from the Deputy Clerk (circulated).** Noted.
 - 9.2 **Report from the Deputy Clerk on final costings (circulated).** Noted.

- 9.3 **Advertising/pre & post press releases/banners/schools/flyers.** To investigate:
- Estate Agent Advertising Boards
 - More Banners
 - Facebook advertising for Schedule
 - Flyers in village shops
 - Sponsorship (use flyer & schedule to advertise)
 - Raffle
 - Programme to include list of Classic Cars
- 9.4 **Opening / VIP.** Well received. Councillors to consider options for next year.
- 9.5 **Layout.** Positive feedback.
- 9.6 **Schedule of events.** To consider moving the main entertainment away from the band to enable greater flexibility.
- 9.7 **Master of Ceremonies.** Positive feedback.
- 9.8 **Variety of stalls / number of stalls / WBC involvement.**
- Good mix of stalls.
 - Issue with power – All stall holders to have their own power source.
- 9.9 **Entertainment – Band / Savage Skills.** Feedback was excellent.
- 9.10 **Childrens activities.** Positive feedback. Good range of entertainment. To get some signs to highlight 'Free' activities and obtain charity buckets to position at the activities for anyone wishing to donate.
- 9.11 **Sporting activities.** Tug of War led by the Master of Ceremonies. Worked well.
- 9.12 **Classic Car Show.**
- Positive feedback – Good number of entrants.
 - Expand further through extra advertising.
 - Move forms, payment etc online (Refer to item 11).
 - Change name to 'Classics, Sports & Supercar Show'.
- 9.13 **Dog Show.** Positive feedback.
- 9.14 **Food/Bar.** Sonning Scouts & Rural Pie sold out. Encourage other local restaurants to have a stall.
- 9.15 **Marquee / Seating.** Worked well.
- 9.16 **Car Park.** Provided by the Lions. Recommended to change the car park fee from £3 to £5.
- 9.17 **Stewards/Gate Marshals.** Need to set up earlier. To organise our own stewards.
- 9.18 **Walkie-Talkies / Microphones / PA System / Infrastructure.**
- To consider a wireless PA system to cover the whole ground.
 - Band to bring their own microphones and other sound equipment.
 - To arrange storage of the steps for the trailer.
 - 'No parking' enforcement down Stanlake Lane for the day of the event.
 - TPC to get their own event licence.
- 9.19 **First Aid.** Positive feedback.
- 9.20 **Signs.** No comments.
- 9.21 **Toilets.** Worked well.
- 9.22 **Waste.** The skip worked well, and event bins were emptied as applicable.
- 9.23 **Website.** To move forms, payment, and documents online – Accessible via the website – Refer to item 11.
- 9.24 **Post event tidy up.** Worked well.
- 9.25 **Any changes to make in the organisation/planning/event management.** The Committee unanimously agreed for the Deputy Clerk to commence booking items in line with the 2023 format and for the 2024 fees to be amended as follows:
- Charity stall fee - £15
 - Business stall fee - £35
 - Food stall fee - £80
 - Classic Car entry fee - £10
 - Car Park fee - £5
- 9.26 **To reflect on the timing on the event – Did the new time of 12-4pm work.** The Committee requested that the event times revert to 1-5pm.
- 9.27 **To make a recommendation as to which charity the car park funds should be donate to.** (The Lions raised £771 on the car parking of which half is given to the Council to contribute to

charity). Proposed Mrs H Winder, seconded Mr M Bray to **RECOMMEND to Full Council** to donate £200 to Twyford Age Concern and £200 to Twyford and District Youth and Community Centre. Motion carried unanimously.

10. **To consider/approve the main arena entertainment for the 2024 Twyford Village Fete King Ramps (Pro Skateboarding show & workshop) £2900 (circulated).** It was proposed by Mrs J Jagger, seconded by Mr M Bray and unanimously agreed for the Deputy Clerk to book King Ramps for the main arena at the 2024 Village Fete.
11. **Report from the Deputy Clerk regarding the 'Market Module' from Edge.** The Committee support the use of this online management system for village events should the package be approved within the Finance Meeting on the 17th October.
12. **Date of next meeting – 27th February 2024.** Noted.

Meeting Closed at 21:59