

Costessey Town Council

NOTES FROM MEETING OF THE FETE WG HELD ON FRIDAY 3 DECEMBER 2021 AT 11.30 AT THE COSTESSEY CENTRE, LONGWATER LANE, COSTESSEY

Present: Cllrs G Blundell, G Dole, P O'Connor, S Sizeland; N Bailey (Deputy Clerk), D Bowles (Building Manager) & L Trabucco (Minutes Secretary)

The Deputy Clerk circulated an email ahead of the meeting with an overview of points to cover from a task list. A tracker will be updated for any income and expenditure before and after the event.

Sponsorship: Yellow Brick will not commit an amount until April 2022; Russen & Hill are happy to get involved for £500.00. Any sponsor who agrees to pay anything above £500.00 would be able to advertise during the event, on the website and with banners. **NB to circulate Ts & Cs for sponsors**
Sponsorship update form – Gary please complete

It was agreed that Cllr G Blundell would complete the sponsorship form using a link

Line Marking: A query was raised to check how much it would cost if the line robot could be hired to mark out the boxes for the stall pitches

Waste Bins

It was agreed to order the same amount of waste bins as the last Fete event in 2019

Barriers on vehicle entrance approx. £150 to hire

Due to the recent gas pipeline work done over the play equipment at Longwater, 8 car spaces had been lost and therefore it was decided to move the people further back and add a robust fencing that will cost approx. £150.00 to hire. It was agreed to go ahead with this option

Bin liners

A query was raised regarding the order of bin liners made for the Fete 2020 event, that unfortunately was cancelled due to Covid-19: that they had been used for “general use” on CTC premises. A suggestion was made to add it on the tracker as general use for the Finance WG and going forward any order made/received for the Fete event should be used only for Fete, therefore the budget of such an event will not be affected. The Building Manager will check current stock before reordering bin liners in May 2022

Generator - On reserve at Toucan

It was agreed to arrange the same as the last Fete 2019 event

Banners – How many? – Any printing requirements?

Cllr G Blundell to confirm at the next meeting and it was mentioned that this could be ordered by March 2022. A suggestion was made to make ideas available to CTC at least by February 2022

Fire extinguishers NB to reserve

It was agreed to arrange the same number as the last Fete 2019 event spending approx. £100.00

Outside sockets – Check week of event

Checks will be undertaken by a qualified electrician

Junior Hi vis – Check stock two weeks before

The Building Manager confirmed that we have enough Hi vis jackets

Additional Nappy bin collections – **DB to order**

It was agreed to go with the same arrangements as the last Fete 2019 event

Toilet & kitchen rolls – **DB to order**

It was agreed to go with the same arrangements as the last Fete 2019 event

Mike Urry - Check attendance - Agreement

The Deputy Clerk mentioned that a special licence will be needed. contact and ask Mike Urry, who is familiar with CTC premises/regulations, and it was decided to increase the fee of hire by £20.00 per day with a 20% agreement on the total to come back to CTC. **NB to review Premises Licence application to include field**

Radios – **NB to reserve** - how many?

The same number as the last Fete in 2019 should be reserved

Programmes/Posters graphics

Newsletter: To include a two-page feature in the Newsletter, with the addition of a raffle prize in the region of £300.00 for an electrical item to be sponsored. To be added on the front page of the Newsletter for all Costessey residents, and a postal box to be purchased for the raffle prize- only original copies should be considered.

Programme: design a bespoke Fete 2022 event an 8-page A5 programme with stalls & entertainment info handed out on the day. It was suggested to find out from our Graphic Designer how much it would cost. A comment was made to charge people parking their car an extra £1.00 for the 8-page A5 programme on the day. A suggestion was made to ask a Graphic Designer if they would be happy to donate something towards the Fete event.

First Aid Support

A comment was made not to use St. Johns Ambulance again, but to go with someone else and look at the option of having them put up a show on how to perform certain useful first aid moves. Cllr G Dole and the Building Manager suggested contacting the First Aid trainer to see if they would be available; it was mentioned that a 4-staff team would be required over the two-day event.

A query was raised regarding the timeline over the two-day event and it was mentioned that on *day one* a 10am start till 6pm and on *day two* a 10am start till 10pm would be required

Fireworks order

It was decided to use the same company as previous years. It was agreed that Titanium, who had provided a display of Fireworks before, will be used again for the Fete 2022 event and have agreed to receive payment after the event. Estimate for similar display £2,700

Additional temporary Dog Bins - **BB nearer the time**

It was agreed that the Head Groundsman will confirm it nearer the time

Larry G Fairground requirements

It was agreed to go with Larry Gray's Fair as per previous years

Car Park Marshals – Who and how many?

Air Cadets to be arranged as previous years subject that they do not request payment above £300.00 per day. It was mentioned to charge car parking £2.00 fee and make the programme mandatory for an extra £1.00 charge

Security requirements including access to CTC office

It was discussed that as per previous years a security officer should be contracted to keep an eye overnight on *day one* from 5pm till 5am the following day, it would have to be a confident and reliable person wearing a Hi vis

Volunteers: these need to be registered and would need to be able to rotate every 3 hours. It was agreed to add a budget of £150.00 in meal vouchers for lunches and bottled water. **NB to order in May 2022**

CTC Staffing Requirements

It was mentioned that as in previous years staff will be required to return any money collected during the Fete event and place it in the office safe. **DB to outline requirements for next meeting**

Exhibits – donations or charge

Cllr G Dole had an idea to arrange a photographer to take a picture for the plane exhibit and then charge anyone who wants to keep the photo.

Contingency if GB unwell/self-isolating

A contingency *plan B* should be available in the event of anyone self-isolating, and a comment was made that in the event Cllr G Blundell is unwell or unable to attend Jezza and Carla are the two main persons who are aware of the entire event and can be trusted to take charge if required

ACTION POINT

Cllr G Blundell would like to make a recommendation to Full Council that the Fete WG should be changed to a Fete & Events Committee. ACTION: Town Clerk

A further recommendation to Full Council is to arrange a Christmas event for 2022 with a set budget of £2,500.00 per Hall (Total: £7,500). ACTION: Town Clerk

The meeting ended at 1:45pm