

## NOTES FROM A MEETING OF THE FETE WG HELD ON FRIDAY 14 MARCH 2022 AT 10AM AT THE COSTESSEY CENTRE, LONGWATER LANE, COSTESSEY

**Present:** Cllrs G Blundell, G Dole, P O'Connor, S Sizeland, N Bailey (Deputy Clerk), H Elias (Town Clerk), D Bowles (Building Manager) & L Trabucco (Clerk Assistant)

The Deputy Clerk circulated an email ahead of the meeting with an overview of points to cover, including the Fete Safety document with information & key contacts and Risk Assessment, a recent copy of the Poster and an updated Income and Expenditure Tracker.

**Staff Rota (DB/NB):** Additional cleaner & caretakers would be required to cover peak times and gaps and a "rota" would be scheduled. Non-CTC employees would be engaged on a self-employed basis or added to the payroll as a one-off. It was agreed that office cover would only be required at the end of the day for the collection of money / writing receipts. Cllrs G Dole, P O'Connor, and S Sizeland had confirmed they would volunteer to cover the office at the end of the day (after 6pm). The Buildings Manager D Bowles would be on hand to give them access to the office. A suggestion was made to stagger the times of stall holders coming to the office and to investigate hiring a coin count machine. A message to all *Stall holders* should be sent as a reminder that all payments would be collected as cash only, and that card payments were not possible. **ACTION: GB/NB**

**First Aid Support:** A quote from SMG had been received but waiting for their liability insurance details and references. GB confirmed they would be able to demonstrate CPR and basic first aid tips and mentioned they would also be able to provide a "First Aid control point" onsite. **ACTION: GB/NB**

**Fete Safety document with information & key contacts:** GB gave a brief explanation of the document provided and mentioned key contacts who would have a radio, leaving one spare as back-up which could be potentially used at the main gate. Any lost children would be announced on the stage and only a description would be given, no names to be used.

**Volunteers (two registered so far):** GB advised that a Fete volunteer with a background in Event Management for Suffolk Constabulary would be happy to help on the day, and was informed on what would be required (i.e. litter picking and walk around the site) on both days. The Air Cadets would look after the car park. It was mentioned that 5 volunteers had not yet registered, highlighting the importance of them registering as soon as possible so they would be covered under the CTC liability insurance. **ACTION: GB to inform the 5 volunteers to register at their earliest convenience**

**Poster (GB):** A recent version was handed out during the meeting and a few amendments were suggested and it was agreed that a final version would be ready for a review in early May. **ACTION: GB/NB**

**Event Guide:** As it was agreed that the Event Guide should include 8 to 12 pages with stall information & entertainment, the front page would be dedicated to the Spitfire exhibition, the middle pages for the timetable, acts, and map, an additional 3 pages dedicated to advertisement and pages 5 to 6 full of information, with the remaining back page dedicated to the main sponsor. A timeline was discussed for the work to be approved by Fete WG on Tuesday 3<sup>rd</sup> May 2022. **ACTION: NB to find out what is the deadline for the printing and then a date for the Fete WG could be arranged. GB to liaise with John Watson.**

Prize vouchers: Two prize vouchers to be included in the Event Guide (plus one in the newsletter at £300) as “Food Vouchers” and keeping it to “*supermarket of your choice*”; Prize draw to be arranged for Saturday 4<sup>th</sup> June late afternoon (after 5pm). A comment was made to inform Cllrs and staff that they would not be allowed to enter the prize draw. A bright red box would be required for entries  
**ACTION: NB**

Risk Assessment: Draft risk assessment was reviewed, and few amendments needed to be addressed; General, Crowd Safety, Entrances/Exits, Crowd Control, Toilet Facilities, Fireworks and Cash Collection and it was agreed that an *event team briefing should* be arranged soon. **ACTION: NB/GB**

New attraction: GB gave a brief update of the potential cooking demonstration from a van. It had attended the Royal Norfolk show with star chefs each year so they were well established, and they would demonstrate how to cook on a budget and save food waste and promote saving money. They would be available on Saturday 4<sup>th</sup> June only and it would have a seating area located on the same pitch area as the dog show on the previous day. Costings and references to be requested and a Risk Assessment to be checked. **ACTION: GB/NB**

Banners: It was agreed the message on the banners would be split over two (one general, one specific) so one could be re-used for future Fete events. **ACTION: NB**

Line Marking: At the previous meeting it was agreed to get a quote for the cost of the line robot and a quote was due. A comment was made for GB to provide measurements & requirements of the site.  
**ACTION: NB/GB**

The next Fete WG meeting was confirmed for Monday 11<sup>th</sup> April at 10am.

The meeting ended at 12:35pm