

NOTES FROM MEETING OF THE FETE WG HELD ON FRIDAY 28 JANUARY 2022 AT 10.30 AM AT THE COSTESSEY CENTRE, LONGWATER LANE, COSTESSEY

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

The Deputy Clerk circulate an email ahead of the meeting with an overview of points to cover, including an updated income and expenditure tracker.

Expenditure: GB had invited the Desert Rats who will be paid £100, a local young singer who will be paid £50. The cost of the overnight security had to be considered and it would start the patrol from 7-8pm till 6am the following morning. It was noted that toilets on CTC premises would not be available to overnight stall owners.

Income: The Event Guide and Dog Show would generate an income and a request was made to add these to the tracker

Staff Rota / Event Support (DB/NB): Staff numbers were discussed and a minimum of five people per day was agreed. Additional cleaner / caretakers would be required to cover peak times and gaps in the rotas. Non-CTC employees would be engaged on a self-employed basis. A minimum of two staff were needed to cover the office and could be supported with the help of the volunteer CCllr or Town Councillors. **ACTION: DB/NB**

Stall and entertainment update (GB): So far eight catering stalls and two evening bands had been confirmed and others were still waiting confirmation

First Aid Support: A quote from VTS EMS Ltd was provided and showed two options for cover but was more than triple the amount paid in previous years. This was not agreed. NB advised that Ryan at EFAM had not responded since the 2020 Fete was cancelled due to Covid. GB informed that he had been in contact with EPIC to seek a quote. A First Aid support group who would give demonstrations or sessions on first aid tips was preferable, and a "control point" should be made available onsite. **First Aid cover is urgently required. ACTION: GB**

Volunteers (two registered so far): An update was given of the two newly registered volunteers including one Councillor. More were needed and GB informed that another 5 volunteers were willing, but these need to be registered. **ACTION: GB to inform the 5 volunteers to register at their earliest convenience**

Event Guide: At the previous meeting a Fete 2022 Event Guide to include 8 to 12 A5 pages with stall information & entertainment guide sold at £1 on the day was suggested. An 8 page booklet would cost £350 to print, and 12 pages would cost £500. A suggestion was made to allocate the *centre* of the event guide for 2 pages of advertisements with a quarter per page option. It was mentioned that doing this would generate more administration work. Another comment was made to consider it as it would generate an income and examples were given. The option of having a local designer doing this work was mentioned. **ACTION: GB to speak to John Watson**

Poster (GB): It was agreed to use the same layout of design prepared for the cancelled Fete in 2020 and to just amend the dates to reflect the Fete 2022. It was agreed to have one ready without the

planes. GB to confirm at the next meeting and it was mentioned that this should be ordered by March 2022. A suggestion was made to make ideas available to CTC at least by February 2022. New banners were required with dates. **ACTION: GB**

Sponsorship / Non-Chargeable Support: It was noted that Yellow Brick would not commit an amount until April 2022 and Think Property were keen. Russen & Hill were happy to offer over £500.00 as long as they were the sole estate agent sponsoring the event. Any sponsor who agreed to pay over £500.00 would be able to advertise during the event, be included on the poster etc. **ACTION: NB to amend the Ts & Cs for sponsors**

Sponsorship update form – GB please complete

It was agreed that Cllr G Blundell would complete the sponsorship form using the link set up by the office.

Abandonment Insurance: It was mentioned that the abandonment insurance cost was £80 in 2020 so would likely be more. It was agreed to keep this if the quote was acceptable.

50p Cafe: GB spoke to Victoria and confirmed he had agreed a fee for both kitchens at £30 per day, with a 50% commission on drinks sales to come to CTC. The selling of cookies, pies etc would generate a 20% commission and therefore added on the total. A comment was made to check if CTC would supply tea, coffee, milk and sugar, and if so a £50 CO-OP voucher could be used towards it. **ACTION: GB/NB**

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. NB advised that the company used in September for pitch markings had implied it was not practicable for multiple small pitches, to be confirmed. **ACTION: NB**

Exhibits entry charge

At the previous meeting 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. The exhibits were on the first day and the idea was suggested by NB to allow the Royal British Legion to collect donations on entry. **ACTION: NB to ask Stuart at the RBL**

Projections: The Event Dog Show should be added and the Exhibits removed from the tracker

New banner: A new banner for the Fete event was needed and it was discussed to create 4 banners (costing approx. £25 each) that could be re-used for future Fete events and therefore only needing to order one each year with different dates of the event. **ACTION: NB to look at costs**

Fireworks

GB informed that Titanium had an increase in prices and therefore the display of Fireworks would be slightly shorter

The meeting ended at 12:10pm