

**RINGWOOD FESTIVAL STEERING COMMITTEE
MINUTES OF MEETING HELD ON
MONDAY 7TH APRIL 2008
6.00 PM AT GREENWAYS**

PRESENT: Cllr B Terry (Chairman), Cllr Mrs Terry, Cllr C Ford, Cllr N Chard, Mrs A Osborne, Mrs B Charlton, Mr C Polton, Mr S Aita, Mr P Alvis and Mr J Wickens.

IN ATTENDANCE: Kevin Morrison, Tom Morrison, Andrew Beale from Ringwood Young Firefighters, Mr S Simpson, Ringwood Rangers YFC, Mr T Simpson, Town Clerk and Mrs L Wickens, P A to the Town Clerk.

APOLOGIES: Cllr D Cracknell, Mr N Light, Mr C Lockyer, Mrs B Charlton and Tracy and Rachael from The British Liver Trust.

The Chairman welcomed Kevin Morrison from Hampshire Fire & Rescue, Tom Morrison and Andrew Beale, Young Firefighters, to the meeting.

PREVIOUS MEETING: The Minutes of the meeting held on 10th March, having been circulated, were agreed.

MATTERS ARISING: To be taken with agenda items.

The Chairman asked Kevin Morrison to explain to Members how the Young Firefighters would be able to assist with Festival Events. Kevin said that they were willing to put out barriers on Festival Day, help with marshalling at Ringwood Rocks! from 4.30pm to 11.00pm and also assist Cliff with barriers and marshalling for the BPCGP. In addition, the Young Firefighters would provide two displays – one a.m. and one p.m. – in the Market Place on Festival Day showing the work carried out by Hampshire Fire & Rescue at the scene of accidents. They would also bring promotional material to display. In response to a request from Jacqui Terry, Kevin said some Young Firefighters would be available to attend the Fashion Show on July 4th and would also take their promotional material to display.

The Chairman thanked Kevin, Tom and Andy for attending the meeting and expressed the Committee's appreciation of the way in which the Young Firefighters were prepared to assist in the organisation of this year's Festival events. They then left the meeting.

FINANCIAL STATEMENTS

The Statements prepared by the Finance Manager, having been circulated, were discussed (attached). It was reported that since the statements had been produced, two further donations of £300 and £250 had been received. The statements were agreed. Jacqui Terry reported that she had approached Elliotts and Travis Perkins and was hopeful of a positive response.

PROGRAMME FOR 2008

Friday 4th July – evening

Fashion Show at Ringwood School

Jacqui reported that organisation of this event was ongoing. The timings for the show were 6.30pm for a 7.00pm start and the event would finish at approximately 9.00pm. Ticket price would be £5. The British Liver Trust were willing to produce tickets and posters and Jacqui was meeting Tracy and Rachael later in the week. Sue West, Editor of the Roundabout Ringwood magazine, had promised an advertisement in her next issue. It was agreed that tickets would be available from the Town Council offices, The British Liver Trust and the Edinburgh Mill shop.

ACTION Jacqui Terry / Tracy & Rachael

Sunday 6th July – afternoon

Cavalcade of Transport through the town

Details of this event had been received, also of the Wessex Transport Society's show at Avon Heath Country Park, for inclusion in the Festival programme.

ACTION Jeff Wickens / Anne Osborne

Friday 23rd May and Friday 11th July morning/lunchtime

Golf Tournaments at Moors Valley

Terry advised that arrangements were ongoing.

ACTION Terry Simpson

Friday 11th July – evening

Swing Fever – Jazz Concert at the Meeting House

Anne had produced tickets and these were now available (also posters supplied by Swing Fever) – to be sold from Town Council offices and The Meeting House. Arrangements ongoing.

Saturday 12th July 10 am to 4 pm

Festival Day

32 charity stalls now confirmed, including the demonstrations by Ringwood Judo Club and the Young Firefighters. Space would be tight! Brian reported that the Town Crier competition/demonstration was ongoing. Crowning of the Carnival Queen and attendants would take place during the morning – time to be agreed with the Carnival Committee - also the concours d'elegance for the pedal cars. Church Tower would probably be open once again – Anne to confirm. (all to go in programme, plus KK Band, New Forest Meddlars, Bungee Run, children's rides etc).

Catering outlets - Brian checked with Pete and Cliff as to the number of burger/ice cream vans required for their events. Brian to advise the office of the rental to be received from the catering outlets when this had been agreed. Belinda to be asked whether she had obtained any street entertainers, at no cost to the Committee, to busk around the town.

ACTION Brian Terry / Anne Osborne / Belinda Charlton / Lyn Wickens

Saturday 12th July – evening

Classical Concert in Parish Church

Christine reported that there was an advert for the Concert in the latest Avon Valley Concerts Programme of Events. Anne had produced tickets which were now available for sale – from Town Council Offices and Greyfriars (Lyn to check with Janet). It was possible that The Lighthouse cook shop might be persuaded to become a box office for the event.

ACTION Christine Ford / Anne Osborne / Lyn Wickens

Ringwood Rocks!

Peter announced that the headline band would be The Plymouths. The times for the concert would be 5pm to 10.30pm. All organisation was ongoing. Peter requested 6 two-way radios. Lyn would obtain from Ringwood Public Address.

ACTION Peter Alvis / Lyn Wickens

Sunday 13th July – 10 am to 1 pm
Football Tournament

Steve Simpson of Ringwood Rangers YFC advised that the Tournament would be for under 7s, with a maximum of 5 teams taking part. The event would be run between 10am and 1.00 pm. It was agreed that RTC groundsmen would mark out one mini pitch. It was also agreed to ask Jenny and Phil Critchlow if they wanted to sell teas/coffees from the Drop-in Centre as it was adjacent to the pitch. The usual parking (as for cricket) would be available on Carvers. It was agreed that medals could be provided for the competitors and small cups for the winners.

ACTION Steve Simpson / Lyn Wickens

Sunday 13th July – afternoon
British Pedal Car Grand Prix

Cliff submitted the latest accounts for the BPCGP (copy attached) which showed income to date of £1,885.37. Cliff anticipated final income of £6,000 - £7,000.

Cliff also circulated details of the advertising leaflet for Race sponsorship and advised that 4,000 copies of the Race Souvenir Programme would be produced, which, it was anticipated, would be sold for £3 each as it was to be a quality product. The new Race website would be unveiled on the 10th April. It was agreed that there should be a link from the Town Council's Website to the new site for the Race. It was confirmed that white lining paint used for marking pitches would be supplied by RTC for marking the race start lines. All other race organisation was ongoing.

ACTION Cliff Polton / Lyn Wickens

PROGRAMME AND PUBLICITY

Jeff and Anne confirmed that they had started to rough out the 2008 programme. It was agreed that any details for inclusion in the programme would need to be sent to Jeff or Anne by 24th April. TLC Online to be advised that the programme would then be ready for them to typeset for printing by Hampshire Printing Services. Lyn to contact both TLC and HCC to confirm length of time required/cost etc. Quote to be obtained for 8,000 copies.

It was agreed that Anne would produce large posters (with Classic Graphics) for display and it was also agreed that large advertising boards at the entrances to the town would be beneficial. There had been problems with the Festival logo which it was hoped would be sorted out very shortly so that it could be made available to Members for use on posters etc.

It was also agreed to ask Michael Thierry if he would kindly carry a double page spread detailing Festival events. Once received, programmes would again be offered to the infant and junior schools to be put in each child's book bag. The usual camp sites, library, shops

etc., would be supplied with programmes. All Committee Members to participate in distributing these as widely as possible.

ACTION Jeff Wickens // Anne Osborne // Lyn Wickens

Any other Business

Requests were made for suitable raffle prizes.

Date of Next Meeting

TUESDAY 6th MAY 2008, 6.00 PM AT GREENWAYS.

RINGWOOD TOWN COUNCIL

RINGWOOD FESTIVAL 2008

Statement of Receipts and Payments As At 3 April 2008

	Budget	Actual
	£	£
RECEIPTS		
Donations	2,000	1550
Concert tickets	800	
Swing Fever tickets	360	
Swing Fever raffle	100	
Fashion Parade tickets	200	
Fashion Parade raffle	100	
Golf day	500	
HCC - grant for loss on concert	370	
Allocation from BPCGP	1,025	
Total Receipts	5,455	1,550
PAYMENTS		
NFDC road closure fees	123	123
Posters	100	
HCC - programmes	100	
Publicity	500	
Concert with Salisbury Sinfonia	1,170	1,000 *
Entertainment:-		
Rwood Rocks Leisure Light & Sound	2,390	2390 *
Rwood Rocks Loos2go (quote received)	245	245 *
Rwood Rocks Red Cross	131	131 *
Rwood Rocks Cost of Temporary Event Notice	21	21
Swing Fever Band cost	350	350 *
Swing Fever Tickets & raffle prizes	50	
Festival Day Kings Korner Band	200	
Festival Day New Forest Meddlars		120 *
Festival Day Childrens' rides	?	300 *
Festival Day Bungee Run	335	335 *
Fashion Parade Hire of school hall	250	
Fashion Parade Tickets & raffle prizes	50	
Fashion Parade Cost of Temporary Event Notice	0	21
Public Address Service	295	295 *
Golf day expenses	100	
Red Cross	77	77 *
Insurance premium	250	
Donations given		
Miscellaneous		
Total Payments	6,737	5,408
Net Deficit(-)	-1,282	-3,858

Note

The * next to an amount indicates that an order has been placed, but not yet paid for.

RINGWOOD TOWN COUNCIL

BRITISH PEDAL CAR GRAND PRIX 13 JULY 2008 Statement of Receipts and Payments As At 3 April 2008

	Budget	Actual
	£	£
RECEIPTS		
Donations	5,000	1,745
Sub Total	5,000	1,745
PAYMENTS		
SGB - hire of barriers	1,200	1,200 *
Public Address Service (quote)	764	764 *
NFDC road closure fees	123	123
St John Ambulance	263	263 *
Trophies	600	
Sub Total	2,950	2,350
Surplus/Deficit(-)	2,050	-605
Allocation of Surplus		
50% to Ringwood Town Council	1,025	
50% to Tenovus & Oakhaven Hospice	1,025	
Sub Total	2,050	0

CLASSICAL CONCERT WITH SALISBURY SINFONIA

	Budget	Actual
	£	£
PAYMENTS		
Salisbury Sinfonia	1,000	1000 *
Insurance premium allocation	25	
Flowers & Wine for Conductor	20	
Posters & Leaflets	125	
Sub Total	1,170	1,000
RECEIPTS		
Concert Tickets	800	
Deficit before HCC grant	370	1,000
Add estimated HCC grant	370	
Deficit after estimated HCC grant	0	1,000

Note

The * next to an amount indicates that an order has been placed, but not yet paid for.

