

**RINGWOOD FESTIVAL STEERING COMMITTEE
MINUTES OF MEETING
HELD ON MONDAY 6TH APRIL 2009 AT GREENWAYS**

PRESENT: Cllr B Terry, Cllr C Ford, B Charlton, L Wickens, J Wickens, D Cracknell, A Osborne, K Morrison, T Morrison

IN ATTENDANCE : J Stannard, Deputy Town Clerk, S Godwin, PA to Town Clerk/Mayor

1. **APOLOGIES:** Cllr J Terry, Cllr N Chard, C Lockyer, C Polton, H Cox
2. **MINUTES OF PREVIOUS MEETING:** The Minutes of the 9th March, having been circulated, were agreed.
3. **MATTERS ARISING:** Kevin Morrison reported that Andy Beale would no longer be attending meetings, however Tom Morrison would attend in his place.
4. **FINANCIAL REPORT:** Nothing further to report this month
5. **FESTIVAL EVENTS:**
A set of 18 updated Activity Schedules was handed to members and each were considered in turn and on-going and new actions noted:-

1 - Classical Concert

It was noted that the Arts Service advised that the Grant Application would be reviewed and a decision made regarding an award on the 23rd April, with the result being notified by post to Ringwood Town Council no later than the 4th May. Cllr Ford agreed to obtain the name of the Soloist and pass to Anne Osborne so that she could organise tickets and posters in due course. Anne informed the meeting that she would order a large poster for the town roundabout. Cllr Ford offered, once again, to order flowers or wine for leading members of the concert.

ACTION : Cllr C Ford, Mrs A Osborne

2 – Barriers

Kevin Morrison confirmed that he and the Young Firefighters would assist in erecting and dismantling the barriers.

3 & 4 – Golf

It was noted that sponsor letters need to be prepared and issued as a priority.

ACTION : Sue Godwin, Lyn Wickens

5 – Catering

Cllr B Terry was still in the process of obtaining quotes and would inform office of names as soon as in a position to. The Committee AGREED to appoint one 'hot' caterer and one 'cold' caterer and inform them of our requirements in relation to the Market Square and the Bickerley in order that they could then organise this. It was suggested and AGREED that local pubs and restaurants be approached personally to ascertain whether they would like to offer to do a special/promotional

event on Festival Day. AGREED that letter would be drafted and Jeff and Lyn offered to deliver these personally.

Anne Osborne reminded the meeting that refreshments would be available at the Church and, once again, salads would be provided for the First Aiders, who would have a base in the Church.

ACTION: Cllr Brian Terry, Jeff & Lyn Wickens

6 – Charity Stalls

It was noted that letters would need to be sent to non responders

ACTION: Sue Godwin

7 – Public Address

Confirmation of quote agreed at previous meeting to be sent to Ringwood Public Address Systems.

ACTION : Sue Godwin

8 – First Aid

Quotes from Red Cross and St John's were still pending. Jeff Wickens had now provided the Safety Assessment document.

ACTION : Sue GODWIN

9 – Risk Assessments

Noted

10 & 11 – Road Closures

An application form for partial road closure had now been received and was identified as a priority for completion and forwarding.

ACTION: Sue GODWIN/Lyn WICKENS

12 – Entertainment Licence

Noted that a 'Temporary Event Licence' to enable up to 500 people to attend at any one time needed to be applied for as a priority.

ACTION: Sue GODWIN/Lyn WICKENS

13 – Festival Day

It was agreed to request Verwood brass band to play on Festival Day in the Market Square, albeit the full band would not be available. It was noted that chairs would need to be booked and organised for the band members. Belinda informed the meeting that there would be entertainment in the Furlong on Festival Day comprising of a musician, New Forest School of Dance and the donkeys would make an appearance. The possibility of Forest Forge performing in The Furlong was also noted. Discussion with Belinda in this regard would be required prior to producing a draft programme.

It was confirmed that the Judo Club would do a demonstration, Gary Evans to be contacted regarding times.

It was noted that one donkey could be brought to the Churchyard on Festival Day, but no rides would be available.

Jeff Wickens was still trying to contact the operator of the small railway track to see whether that could be available.

It was AGREED to cancel the booking with Ringwood Brewery for the truck which originally was being considered to be used as a curtain sided stage for the Market Place, as this would not be required.

Following the decision to not hold 'It's a Knockout' at the Rugby Club on Friday evening, but to relocate to The Bickerley, it was suggested the Rugby Club be contacted to seek their views on whether they would like to put on some tag rugby on The Bickerley on Saturday, prior to 'It's a Knockout' or, indeed whether they would prefer to lay on a tag festival on Friday evening at the Rugby Club as a stand alone event, which we could incorporate into our programme. Sue Godwin to contact Steve Benson in this regard.

ACTION : Sue GODWIN, Jeff WICKENS

14 – Publicity

It was AGREED to issue a Press Release and contact TLC with a view to advertising the Festival, including the Festival Logo, on our Website. Once the programme had been agreed, the posters would need to be designed.

ACTION : Jo STANNARD/Terry SIMPSON/Sue GODWIN

15 – Finance

It was noted that the sponsorship letters to local businesses, clubs etc needed to be distributed as a matter of priority.

ACTION : Di CRACKNELL, Lyn WICKENS, Sue GODWIN

16 – Rock Concert

No report received, other than Williams Shipping had been contacted and have agreed to provide a 40' lorry for use on the Bickerley on the 11th July.

17 – It's a Knockout

Howard Cox sent a report informing meeting that a sub-committee meeting would take place in the week commencing 13th April. It was noted that he would be asked if he would like the Committee to approach local clubs to obtain teams. Also, to ascertain from Howard if he was organising the PA system for this event.

18 – Concours D'Elegance

Nothing to report

19 – Crowning of Carnival Queen

Nothing to report

6. **ANY OTHER BUSINESS:**

None

7. **DATE OF NEXT MEETING**

Agreed that the next meeting be held on MONDAY 11TH MAY at 6pm.