

**RINGWOOD FESTIVAL STEERING COMMITTEE  
MINUTES OF MEETING  
HELD ON MONDAY 11<sup>th</sup> MAY 2009 AT GREENWAYS**

**PRESENT:** Cllr C Ford (Chairperson), Cllr N Chard, B Charlton, L Wickens, J Wickens, , A Osborne, T Morrison, C Polton, H Cox, P Alvis, C Lockyer, M Cracknell

**IN ATTENDANCE :** T Simpson, Town Clerk, S Godwin, PA to Town Clerk/Mayor

1. **APOLOGIES:** Cllr B Terry, D Cracknell
  2. **MINUTES OF PREVIOUS MEETING:** The Minutes of the 6<sup>th</sup> April, having been circulated, were agreed.
  3. **MATTERS ARISING:** None
  4. **FINANCIAL REPORT:** It was noted that Hampshire County Council Arts Council had awarded £200 toward the Classical Concert. Terry Simpson reported that an order of 5 trophies had been placed for the 22 May Golf Tournament. An estimate of receipts and payments is attached as **Appendix 1**.
- 4a) Supplementary Agenda Item : Festival Charities  
Several charities were nominated. Following discussions, it was AGREED that the two local charities to benefit from Festival 09 should be:-
- a) 2515 (Ringwood & Fordingbridge) Sqdn Air Training Corps  
and
  - b) Age Concern – Day Care – Trinity Centre Ringwood.

**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**

Cllr Ford informed the meeting that the programme would consist of Haydn, Strauss, Bartok and Mendelssohn. Cllr Ford would advise the Committee of the fee for Salisbury Sinfonia. Hampshire County Arts Department had advised that they would award £200 towards the Concert this year, providing certain conditions were met, which were detailed in an attachment. This is significantly less than the grant received in 2008. Anne Osborne had produced the concert tickets and a large poster for the town roundabout. Cllr Ford advised that the Lighthouse would be sponsoring the tickets and programmes.

**ACTION : Cllr C Ford**

**2 – Barriers**

Nothing to report, other than it was considered to request the Air Training Corps to assist in erecting the barriers.

**ACTION: Sue Godwin**

**3 & 4 – Golf**

Sponsor letters had now been sent. Preparations for the 22nd May were well underway. An order for five golf trophies had been placed. Invites had been sent by e-mail or letter. Karen Chadwick and Miranda Cracknell would be running the event on the day.

**ACTION : Terry Simpson**

**5 – Catering**

Lyn & Jeff Wickens were in the process of drafting a letter to local pubs and restaurants inviting them to offer some promotional event on Festival Day. Names of hot and cold caterers still to be ascertained.

**ACTION: Cllr Brian Terry, Jeff & Lyn Wickens**

**6 – Charity Stalls**

It was noted that 21 replies requesting stalls had been received to date. **AGREED** that the commercial outlets that had requested a stall be requested to provide details of the donation they would be willing to pay in order to have a stall.

**ACTION: Sue Godwin**

**7 – Public Address**

The public address for It's a Knockout event would be provided separately from that used in the Market Place.

**ACTION: Howard Cox**

**8 – First Aid**

A quote from Red Cross was produced at the meeting. Unfortunately, nothing had been received from St John's Ambulance, despite numerous telephone calls/e-mails. Red Cross will provide two first aiders to be in attendance in the Market Place from 10am to 4pm and two first aiders and a first aid post on the Bickerley from 2pm to 10pm at a total cost of £228.13 plus VAT. **AGREED** that Red Cross be appointed to provide first aid services on 11<sup>th</sup> July 2009.

**ACTION : Sue GODWIN**

**9 – Risk Assessments**

Action taken noted.

**10 & 11 – Road Closures**

The application for road closure had been sent to NFDC. No objection had been notified by the Police. Fifty Police 'no waiting' signs needed to be requested from Ringwood Police Station, to be put out near midnight on Friday 10<sup>th</sup> July. **AGREED** that A3 laminated and coloured 'no parking' signs be provided for this year. Cliff Polton suggested a set of signs be produced stating 'road will be closed' to use at all future events.

**ACTION: Sue GODWIN/Lyn WICKENS**

**12 – Temporary Event Notice**

The application had been sent and a letter received acknowledging receipt. Jeff Wickens pointed out that an Entertainment Licence is an entirely different document and

the subject of this matter should be referred to as 'Temporary Event Notice.'

**ACTION: Sue GODWIN/Lyn WICKENS**

**13 – Festival Day**

Verwood Brass Band had advised they would no longer be able to perform a concert of any sort due to other commitments on 11<sup>th</sup> July. Forest Forge Street Theatre had confirmed they will take part in the Festival. Belinda would like them to use the Furlong also and would ring Lucy at Forest Forge to discuss times, etc. Events booked for the Furlong by Belinda included New Forest School of Dance and a singer called Joe Jones. The Committee was informed that it looked unlikely that the tag rugby would be going ahead.

No reply had been received from Mike Cash of the NFDC regarding whether they would help with the clean up operation this year. Howard confirmed he would take the rubbish away for his event and Pete Alvis offered to do the same for the Rock Concert. The Town Council's litter picker may also be able to assist

It was decided not to include the donkey attraction in the programme, as only one would be present this year and rides may not be an option.

**AGREED:**

- 1) that the proposals outlined for Festival Day be approved.
- 2) that the National Park Authority's proposal to bring a mobile unit to Festival Day – to be located near the Tourist Information Centre - be supported.

**ACTION : Belinda Charlton, Cllr C Ford (re clean up by NFDC), Sue GODWIN**

**14 – Publicity**

A banner and information had been put on RTC website, and a full programme would follow. Cllr Ford suggested we approach NFDC to request inclusion on their website and posters be distributed to the Tourist Information Centres within the region outside of Ringwood. Cllr Ford asked for volunteers to distribute the programmes. Various means of publicising the Festival and distributing the programmes were discussed, including targeting camp sites, students and businesses.

**AGREED :**

- 1) that the general publication arrangements discussed be approved;
- 2) that £200 be approved to prepare, print and distribute publicity material for the Rock Concert;
- 3) that Cliff Polton proposed to introduce Pete Alvis to the Bournemouth Echo to facilitate publicity for the Rock Concert be approved;
- 4) that Miranda Cracknell be requested to discuss publicity posters and banners with Multi-signs.

**ACTION :Sue GODWIN, Cliff Polton, Miranda Cracknell**

**15 – Finance**

Donation letters had been sent in April and donations were being received. Nothing further to report.

**16 – Rock Concert**

Pete Alvis reported that he had received a quote for the lighting and sound equipment from Leisure, Light and Sound for £1,100.

It was **AGREED** that :

- 1) Upon receipt of a quotation, an Order be placed with Leisure, Light and Sound for lighting and sound equipment for the Rock Concert;
- 2) That licensed security staff be appointed for the evening of the Rock Concert and a sum of £250 be approved for this service;

3) That Hampshire Constabulary be advised about arrangements for Festival Day and, in particular, the presence of security staff at the Rock Concert.

**ACTION : Pete Alvis, Sue Godwin**

**17 – It's a Knockout**

Howard Cox reported that the price for a team entrance would be £25 and he envisaged having 6-8 teams. Entry forms would be prepared by Howard and would include the RTC logo. The Town Clerk requested a copy of a Risk Assessment be forwarded to him, at which time he would speak to our Council's Finance Manager to ascertain insurance requirements.

**AGREED** that :

- 1) the entry fee for 'It's a Knockout' be set at £25;
- 2) that the risk assessment be provided for the Town Council's Finance Manager to enable this to be provided to insurers;
- 3) the Cab Star be made available for use in connection with 'It's a Knockout', subject to the vehicle being driven only by Howard Cox or Jeff Wickens;
- 4) that Williams Shipping be thanked for the kind loan of their 40' vehicle for use on the Bickerley in connection with the Rock Concert.

**ACTION: Howard Cox, Terry Simpson, Sue Godwin/Pete Alvis**

**18 – Concours D'Elegance**

It was confirmed that judging would take place at 10.45 am.

**AGREED** that the Town Mayor, Cllr Ford, and the Head of Ringwood School, Chris Edwards be requested to judge the pedal cars.

**ACTION: Sue Godwin**

**19 – Crowning of Carnival Queen**

The meeting was informed that the Carnival Committee had now arranged for the Carnival Queen to be crowned on the school Prom evening, however they would like the crowning of the Carnival Princesses to take place on Festival Day, at approximately 11am.

**5. ANY OTHER BUSINESS:**

None

**6. DATE OF NEXT MEETING**

Agreed that the next meeting be held on MONDAY 8<sup>th</sup> June at 6pm.

14.05.09

**RINGWOOD FESTIVAL 2009**  
**Estimate of Receipts and Payments As At 8 May 2009**

	Estimate	Actual
	£	£
<b>RECEIPTS</b>		
Donations general	2,000	350
Concert tickets	1,000	
HCC-grant for concert	200	
Golf day (22/05/09)	500	
Golf day (10/07/09)	500	
Caterers	0	
<b>Total Receipts</b>	<b>4,200</b>	<b>350</b>
<b>PAYMENTS</b>		
NFDC road closure fees	123	127
NFDC Temporary event notice	0	21
Posters	100	
HCC - programmes	300	
Publicity	500	
Concert with Salisbury Sinfonia	1,430	
Loos2go - portable toilets      Ord 2263	255	255
SGB Hire & Sales - barriers      Ord 2261	500	500
<b>Entertainment:-</b>		
Rwood Rocks      Staging Light & Sound	1,100	
Rwood Rocks      Security	250	
Rwood Rocks      Publicity	200	
Rwood Rocks      Red Cross	130	
Festival Day      Kings Korner Band      Ord 2264	210	210
Festival Day      Childrens' rides      Ord 2265	300	300
Ringwood Public Address Service      Ord 2262	320	320
It's a Knockout	200	
Golf day (22/05/09) expenses	100	
Golf day expenses (10/07/09)	100	
Insurance premium	250	
Red Cross	200	
<b>Total Payments</b>	<b>6,568</b>	<b>1,733</b>
<b>Net Deficit(-)/Surplus</b>	<b>-2,368</b>	<b>-1,383</b>

**CLASSICAL CONCERT WITH SALISBURY SINFONIA**

	Budget	Actual
	£	£
<b>PAYMENTS</b>		
Salisbury Sinfonia	1,300	
Flowers & Wine for Conductor	30	
Posters & Leaflets	100	
	<b>1,430</b>	<b>0</b>
<b>RECEIPTS</b>		
Concert Tickets/programmes	1,000	
Deficit <b>before</b> HCC grant	<b>430</b>	<b>0</b>
<b>Add HCC grant</b>	200	
<b>Deficit after HCC grant</b>	<b>230</b>	<b>0</b>

**Notes**

1. HCC has notified the Council the grant receivable will only be £200
2. An official order has been issued.