

**RINGWOOD FESTIVAL STEERING COMMITTEE
MINUTES OF MEETING
HELD ON MONDAY 11th JANUARY 2010 AT GREENWAYS**

PRESENT: Cllr C Ford (Chairman), P Alvis, D Cracknell, N Guy, C Lockyer, C Polton

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

1. **APOLOGIES:** Cllr B Terry, Cllr N Chard, C Hodgson, J Muir-Webb, A Osborne, J Stride, H Wardle, Lyn Wickens, Jeff Wickens

2. **MINUTES OF PREVIOUS MEETING:**

The Minutes of the meeting of the 7th December, having been circulated, were agreed.

3. **FINANCIAL REPORT**

As there was no change since the last meeting, a Financial Report had not been prepared.

4. **FESTIVAL 2010**

a) **Classical Concert**

Cllr Ford reported that she was in receipt of the application form and it was high on her Agenda to complete and submit by the end of March 2010 for submission to the Arts Grant section of the HCC.

Cllr Ford also stated that the Salisbury Sinfonia were in the throes of finalising the 2010 concert programme.

| |
|----------------------------|
| ACTION: Cllr C FORD |
|----------------------------|

b) **Rock Concert**

P Alvis reported that he had spoken to Paul Weston of the NFDC Licensing Department regarding the possibility of holding a Rock Concert in the Market Place, Ringwood. It was established that a Premises Licence, at a cost of £100, would be required due to the number of people envisaged to attend. The process would normally take 28 days. However if any objections were received, the application would have to be considered at a members' meeting. A period of 28 days for appeal would follow if the application was refused. The application would need to be submitted by the end of March. However, a decision to turn down the application could only be made on the basis of factual evidence arising from a previous similar event. It was noted that there had never been a previous similar event organised by the Festival Committee in the Market Place and it was therefore unlikely for there to be evidence to allow the application to be refused.

Pete Alvis also reported that a firm booking would now need to be made to secure the staging, a quote having been received for £6,500, in order for the staging company to continue to hold the reservation. He had spoken to Lyn and Jeff Wickens prior to the meeting to ascertain their thoughts about raising the amount of finance that would be required, which would be around £10,000 in total to stage the concert. They had agreed that this was a large sum of money to raise from sponsorship, particularly at a time when many businesses were experiencing difficulty. He suggested that the Rock Concert be postponed until 2011 in order to give sufficient time to raise this sum of money.

Terry Simpson reiterated that the Town Council were not in a position to underwrite the Festival by any more than £3,000 in 2010. He advised that if there was any under spend this year, and the Committee were able to keep expenses to a minimum, then a request to carry it forward for a Festival Rock Concert in 2011 for the people of Ringwood, could be made.

Terry Simpson suggested that, subject to discussions, consideration could be given for the £1,000 budget reserved for a disco for students to be transferred to the Rock Concert for 2011, as that event would be more likely to obtain student support now than the disco. Nikki Guy would raise this matter with Maisie Jenkinson, who was the student who had proposed a disco be held.

Cliff Polton also voiced his concern regarding the large sum of money needed to be raised for the Rock Concert as, in his recent experience, it was proving much more difficult to raise sponsorship than in previous years. He also gave an updated report from Jim Stride, who had suggested that the raising of £3,000 in this current market was more realistic.

Cliff Polton suggested holding a small Rock Concert this year instead of not having one at all, however it was generally agreed that this would not have sufficient attraction for bands to perform or to attract a good number of spectators.

Di Cracknell suggested a stall be run on Festival Day to raise money towards the Rock Concert for 2011.

It was suggested that the Chamber of Trade be approached to contact shops.

AGREED:

- i) That the Rock Concert would not take place this year due to the perceived difficulty in raising the required sponsorship to run a concert along the original lines which Pete Alvis had planned.
- ii) That a programme for sponsorship be devised now with a view to holding a Rock Concert in 2011.
- iii) That a stall be entered on Festival Day to raise funds towards the Rock Concert in 2011.
- iv) That Belinda Charlton be approached to request help from the Chamber of Trade in making local businesses more aware of the Festival events.
- v) that Sue Godwin would notify Canon Turpin that a Rock Concert would not now be held on the weekend of 17 & 18 July 2010.

| |
|---|
| ACTION : P ALVIS/J STRIDE/D CRACKNELL/S GODWIN |
|---|

c) Golf

Terry Simpson reported that a diary date note had been sent to golf participants with details of Tournaments to be held in May and July.

It was suggested that enquiries be made as to whether Ringwood School and an Air Cadet team would like to participate in the golf. Nikki Guy would contact the relevant people, and it was agreed to send the flyer to her and Cliff Polton.

| |
|--------------------------|
| ACTION : S GODWIN |
|--------------------------|

d) Festival Day

- i) Sue Godwin advised that, since the last meeting, she had received communication from two people who wished to serve on the Committee, Pennie Vallier, who had connections with Chernobyl charity, and Jan Fuller who had connections with Tenovus Charity. The Committee

looked forward to seeing them at future meetings.

ii) In order to notify shops in advance of arrangements for Festival, a letter had been hand delivered to all the premises in close vicinity of the proposed location of the stalls. No response to date had been received from any of the recipients.

iii) A meeting would take place with a member of Forest Forge to obtain more details about the beach and report at the next meeting.

iv) Sue Godwin had invited Clive's Music School to perform at the 2011 Festival, to which they had agreed.

Unfortunately, the New Forest Plonkers were already booked for the Festival Day. However, they were holding a provisional booking to perform for Festival in 2011, but Committee would need to decide if they could agree their fee, which was £450 this year.

Cliff Polton suggested signage be erected at the main car park directing visitors to Southampton Road.

AGREED :

i) That a letter be sent to potential stall holders inviting them to Festival on 10th July 2010.

ii) That a meeting be arranged with Forest Forge to agree the location of the beach.

iii) That further investigation be made into provision of entertainment, bearing in mind a low budget, for Festival day.

iv) That Clive Wentworth be asked about erecting directional signage on Festival Day.

| |
|---|
| ACTION: Sue GODWIN/ Terry SIMPSON/Kirstie DAVIES/Clive WENTWORTH |
|---|

e) Pedal Car Grand Prix

i) Cliff Polton reported that the measurements for a potentially new course had been carried out, however he was not yet aware of the results from the Committee meeting who met on 10th January;

ii) that the number of entrants allowed will be announced in March, and will be either 36 or 54, with 3 spares held for either case, and will be issued on a first come, first served basis. Entry fees would be £40 junior and £60 senior car. Cliff reported that the race will become the biggest ever staged, which will cost more, but the revenue collected from the extra entrants will pay for it.

The PCGP Committee proposed that they split the profits (income less expenditure) from the 2011 PCGP 50/50, one half of which would be payable to the Festival Committee for their chosen charities and the other half which they would retain for their chosen charities.

Cliff will be purchasing trophies and medals, the cost of which will need to be reimbursed from the Festival budget.

iv) Seeking and securing of sponsorship is ongoing.

AGREED:

i) That Festival Committee would be pleased to accept half of the profits made by the PCGP to allocate to its chosen charities, the PCGP retaining the other half for its charities.

ii) That Cliff Polton provide an estimate of cost for the purchase of the trophies and medals

required – an estimate of cost to be included in the Financial Statement by the Finance Manager.

ACTION : Sue GODWIN/Cliff POLTON/Martin TOWNSEND

g) First Aid

First aid organisations would be approached for quotes to provide first aid cover.

AGREED :

i) That quotes be obtained from British Red Cross and St John's Ambulance and that Sue Godwin would liaise with Cliff Polton and/or Jim Stride re the PCGP requirements.

ACTION: Sue GODWIN/Cliff POLTON/Jim STRIDE

h) Catering

Jim Stride had updated Cliff Polton re catering. Arcade of Flowers were no longer able to provide a van, so would not be offering any catering. Plummers Bistro were still prepared to offer food and the Alice Lisle are prepared to do a hog roast. Terry Simpson pointed out that, in line with the Committee's previous decision, all local potential catering outlets should be invited to cater prior to confirming with the establishments above.

AGREED:

i) That, as previously determined, further enquiries be made of other local businesses prior to any commitment being made to allocating Franchises for the catering outlets for Festival weekend.

ACTION : Jim STRIDE

i) Risk Assessments

Jeff Wickens and Howard Cox were working on these documents.

ACTION : Jeff WICKENS/Howard COX

ANY OTHER BUSINESS

Di Cracknell indicated that she could supply the name of a catering van who would be willing to provide burgers, for Festival.

Pete Alvis asked Chris Lockyer if the School were going to organise a band evening event and whether or not proceeds could be raised towards the Rock Concert.

AGREED:

i) Hot and cold catering arrangements would need to be confirmed at the next meeting.

ACTION : Jim STRIDE/Chris LOCKYER

5. DATE OF NEXT MEETING

Monday 8th February 2010

13.01.10