

**RINGWOOD FESTIVAL STEERING COMMITTEE
MINUTES OF MEETING HELD ON
TUESDAY 6th MAY 2008
6.00 PM AT GREENWAYS**

PRESENT: Cllr Christine Ford (in the Chair), Cllr Mrs Terry, Mrs B Charlton, Mr C Polton, Mr N Light, Mr C Lockyer.

IN ATTENDANCE: Kevin Morrison and Grace Morrison from Ringwood Young Firefighters, Jim Stride, Paul Allis and Howard Cox from the BPCGP, Miss L Fletcher – British Liver Trust, Mr T Simpson, Town Clerk, Sue Godwin, P A to the Town Clerk and Mrs L Wickens.

APOLOGIES: Cllr Brian Terry, Cllr Neville Chard, Anne Osborne, Sean Aita and Jeff Wickens.

PREVIOUS MEETING: Cliff asked that the Minutes be amended to state that the amount raised to date for the BPCGP was £6,000 - £7,000: it was not the anticipated final income. With this amendment, the Minutes of the meeting held on 7th April, having been circulated, were agreed.

MATTERS ARISING: To be taken with agenda items.

FINANCIAL REPORT AND STATEMENT

The Financial report and Statement prepared by the Finance Manager were circulated and discussed. It was AGREED that the contents of the report be noted and that every effort be made to maximise the income from both the BPCGP and the other Festival events. (Copy of Financial Report and Statement attached).

PROGRAMME FOR 2008

Friday 4th July – evening

Fashion Show at Ringwood School

Jacqui was pleased to report that she had been promised sponsorship of £25 from Travis Perkins, £100 from Elliotts and £200 from Raymond Brown. It was agreed to mention Elliotts and Raymond Brown as sponsors of the Fashion Show in the Festival Programme. Organisation of the event was ongoing.

ACTION Jacqui Terry / Tracy & Rachael
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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.

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

Golf Tournaments at Moors Valley

Terry distributed posters for the tournaments and advised that the golf day on 23rd May would be played for the Danny Cracknell Memorial Trophy. It was hoped that Waitrose would donate sponsorship for this day and, in this event, we would consider displaying Waitrose publicity material at the golf course.

Bids would be taken for the the holiday donated by Hoburne Holidays at both golf tournaments and Festival events in order to raise a substantial amount.

ACTION Terry Simpson

Friday 11th July – evening

Swing Fever – Jazz Concert at the Meeting House

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

ACTION Jeff Wickens

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. Town Crier demonstration was in hand. Crowning of the Carnival Queen and attendants would take place at 11.00 am. Cliff asked for the judging of the concours d'elegance to be at 10.45 am. It was agreed to ask the Mayor and Head Teacher of Ringwood School to judge.

Catering outlets – it was confirmed that the caterer supplying burgers etc would make a donation of £175 for his attendance on both days and the ice cream seller would donate £100.

ACTION Brian Terry / Sue Godwin

Saturday 12th July – evening

Classical Concert in Parish Church

Tickets were available for sale from Town Council Offices and Greyfriars. It was agreed that a poster advertising the event be displayed at Ringwood School with an offer of the first 50 seats free of charge to school students.

ACTION Christine Ford / Anne Osborne / Sue Godwin

Ringwood Rocks!

Peter Alvis was not at the meeting but it was understood that arrangements were all ongoing.

ACTION Peter Alvis

Sunday 13th July – 10 am to 1 pm

Football Tournament

Steve Simpson was not at the meeting, but it was understood that the organisation of the event was ongoing. The Drop-In Centre would provide teas and coffees.

ACTION Steve Simpson

Sunday 13th July – afternoon
British Pedal Car Grand Prix

Jim Stride and Paul Allis gave details of sponsorship to date, programmes and the BPCGP website which it was hoped would be linked to the Town Council's and District Council's websites. Programmes would be sold for £1 and 4,000 were being printed. Jim suggested Top Coat as a good, reliable company to supply posters for Festival events.

Howard Cox advised he would update the BPCGP Health & Safety Document, which would then be held by the Town Council. He suggested that a Risk Assessment needed to be carried out for Festival Day and the Ringwood Rocks concert. This was agreed. Martin Townsend to check that all Festival events are covered for public liability with the Council's new insurers.

ACTION Cliff Polton / Jeff Wickens / Terry Simpson/ Martin Townsend

PROGRAMME AND PUBLICITY

The draft programme had been emailed to TLC Online on 24th April and the proof was awaited. Terry Simpson agreed to speak to John Brown to check on progress. It was agreed that posters and publicity were now required as soon as possible.

ACTION Terry Simpson / Lyn Wickens / Sue Godwin

Any other Business

Kevin Morrison agreed to speak to Ringwood Judo Club in order to co-ordinate the timing of their displays in the Market Place on Festival Day.

Date of Next Meeting

MONDAY 2ND JUNE 2008, 6.00 PM AT GREENWAYS.