

**RINGWOOD FESTIVAL STEERING COMMITTEE  
MINUTES OF MEETING  
HELD ON MONDAY 7<sup>th</sup> JUNE 2010**

**PRESENT:** Cllr N Chard (Chairman), K Davis, N Guy, C Hodgson, C Lockyer, M Peach (Blind Club), J Stride,

**IN ATTENDANCE :** T Simpson, Town Clerk, S Harford, PA to Town Clerk & Mayor

1. **APOLOGIES:** P Alvis, B Charlton, D Cracknell, A Osborne, Cllr B Terry, C Polton, L Wickens, J Wickens

2. **ELECTION OF CHAIRMAN**

Cllr N Chard took the Chair for this meeting. Due to only one Councillor being present, this matter was deferred to the next meeting.

3. **ELECTION OF VICE-CHAIRMAN**

Matter deferred to next meeting.

4. **MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the 10<sup>th</sup> May, having been circulated, were approved.

5. **FINANCIAL REPORT**

A Financial Statement as at 4<sup>th</sup> June 2010 was reviewed. J Stride reported that he expected to obtain at least another £1,000 in sponsorship for the BPCGP, bringing the total sponsorship income to approximately £11,000. It was noted that the PCGP programmes will be given away in exchange for a donation. J Stride reported that many companies had adopted a policy of only sponsoring one or more pre chosen charities.

It was noted that further income is expected to be generated from the Golf Tournament on 9<sup>th</sup> July, the sale of the classical concert tickets, car parking fees to park on the Bickerley and also 'bucket' collecting on PCGP day.

6. **Festival Events Programme 2010**

- a) **Classical Concert**

Anne Osborne had produced the tickets and a quantity had been received at Ringwood Town Council offices. The A4 posters were prepared, however, A3 posters were required. J Stride offered to include publication of the concert together with other publicity and required an electronic version of the poster.

<b>ACTION: Sue Harford/Lyn Wickens</b>
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- b) **Rock Concert**

J Stride reported that arrangements were quite advanced already.

Two donations had been received for the tombola on Festival day, however it was noted that further donations would be very welcome and could be left at Ringwood

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Town Council offices during normal office hours.

<b>ALL COMMITTEE</b>
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c) **Golf**

Organisation was well under way and it was noted that there would be an auction on the day.

d) **Festival Day**

i) Charity Stalls. It was noted that a reserve list had been started, as the total number of pitches had already been allocated. The Committee was requested to help setting up on Festival morning.

**AGREED** that Chris Hodgson and two other members of the Lions Club would be available to help set up on Festival Day at 8.00 am. Also, Nikki Guy would be available until 9.00 am.

ii) **Forest Forge beach**

Nothing further to report.

iii) **Entertainment**

As planned, nothing further to report.

iv) **Road Closures**

T Simpson reported that tacit approval only had been received from NFDC for both Festival Day and PCGP day, however the Orders were still pending, despite the requests being made some weeks ago.

**AGREED** that Lyn Wickens would compile a list, with dates, of communications relating to obtaining the road closures and Terry Simpson would pursue with NFDC.

<b>ACTION : Lyn WICKENS/TERRY SIMPSON</b>
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v) **Concours D'Elegance**

It was noted that in response to an invitation to Mrs Sue Brown to be one of the Judges of the pedal cars, a letter had been received saying that she was not available on the 10<sup>th</sup> July, however Mrs Pola Brown would be one of the Judges. A letter of thanks had been sent to Mrs Pola Brown accepting her kind offer.

vi) **Crowning of the Princesses**

Nothing further to report.

vii) **Arrangements for public address**

It was noted that, although the Forest FM car would be present on Festival morning, it was pre-booked to be at another event from 12 noon onwards.

e) **Pedal Car Grand Prix**

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A discussion took place about whether portable toilets would be required on the Bickerley, as this space was being used for 'parking and picnicking'.

**AGREED** that :

- i) no toilet provision be made on the Bickerley, as public toilets were available in the town.
- ii) No further action would be taken regarding sponsoring a car to be transported to China.
- f) **CATERING -**

It was noted that J Stride had organised a variety of food suppliers to be present on Sunday 11<sup>th</sup> July.

g) **PUBLICITY for BPCGP and Festival Day**

J Stride reported that the Festival had already been given much publicity by Wave 105 and this would increase imminently up until Festival weekend. All had been pleased to note the national publicity given to the 'Police' pedal car, with the local PC Keith Waller at the wheel.

4,000 flyers had been received at Ringwood Town Council and the Committee were asked if they were able to distribute some.

Nikki Guy reported that no further help had come forward in dressing the Carr & Neave window in Ringwood, which had been booked for two weeks commencing 5<sup>th</sup> July, however Nikki would be willing to help.

**ACTION: ALL COMMITTEE / Nikki GUY/Sue HARFORD/Lyn WICKENS**

- h) **SPONSORSHIP** – As discussed. Nothing further to report.
- i) **RISK ASSESSMENTS** - Nothing further to report.

**7. ANY OTHER BUSINESS**

The Committee were informed that some high visibility jackets would be required for the members of U-NITE, who had kindly offered to man the parking at the Bickerley, and also for the helpers of Festival Day.

It was noted that the WOTS bus had requested to be present on PCGP day.

J Stride reported that a pedal car, which had been built by a boat builder, would be a feature in 'Wind in the Willows' at Covent Gardens theatre and the organisers would be promoting the PCGP in their programme.

**AGREED** that Chris Hodgson would supply six Lions Club jackets to the car park volunteers and Nikki Guy would supply a number for the Festival day helpers. Also, Chris Hodgson would consider supplying and delivering a table for the tombola stall on Festival day.

**ACTION : Chris HODGSON, Nikki GUY**

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**8. DATE OF NEXT MEETING:**

Monday 5<sup>th</sup> July provisionally at 6.00 pm at Ringwood Town Council offices. It was agreed that one week prior to the meeting date, Sue Harford would contact members to confirm whether a meeting was required.

10<sup>th</sup> June 2010