



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Festival Working Party

A meeting of this Working Party was held at The Hub Community Centre, Cambourne on Tuesday 10th February 2015

Present:

Cllr S Crocker (SC)	Cait Dawkins (CD)
Cllr Dr G Mehboob (GM)	Ali Hall (AH)
Warren Bourne – Head Groundsman (WB)	Asad Rana (AR)
Shane Railley – Everyone Active (SR)	Syed Shah (SS)
	Vinod Krishamoni (VK)

In attendance: Liz Pinchen, Deputy Parish Clerk (LP)

No members of the Public were in attendance.

1. **APOLOGIES**

Apologies were received from Mehboob Khan and from Ali Hall who would be arriving late.

2. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made no announcements

3. **UPDATE ON DELEGATED TASKS**

BBQ – SC reported that the Parish Council have agreed to the purchase of a suitable gas BBQ for the use at the Fete and other community events. It will also be loaned out to other local community groups. SC will man the BBQ on the day and organise the purchase of the food.

Bar – LP provided a breakdown of the costs and profit of last year's bar. SC reported that the Monkfield Arms have been approached regarding the possibility of running an outside bar and we are waiting a response but initial indications were that they were very keen to do so. As the turnout is hoped to similar to that of the firework event i.e. 3,000 – 4,000 people it was felt that the Monkfield Arms would be better equipped to organise the Bar. It is hoped that an agreement will be in place by the March meeting.

Wildlife Trust – WB reported that the initial response from the Wildlife Trust had been positive but since then they have declined the invitation to attend as they are pre-booked at another event. It was suggested that the RSPB, Wood Green and the new pet store are approached. WB will contact them.

Murketts, Nails & tattoos, Hook a duck and Cakes – SC reported that Cllr Liz

Doidge has resigned from the Working Party as she does not feel she has the time to commit to it, she is however willing to help out on the day. LP will check with LD regarding her contact with Murketts but it was felt that Elms BMW should be contacted to see if they would like a presence. LP will organise the Nails and Tattoos and the Hook a Duck, CD will organise the cakes.

Large plan of the site – This has been obtained and will be useful for planning the layout.

Initial Announcement – LP reported that the Council had been informed of the date and the name of the Fete at last week's Council meeting. No announcement has yet been made; it was felt prudent to wait until after the current meeting. This will be discussed further under Agenda Item 6.

Raptor Foundation – SS reported that he has contacted the Raptor Foundation and is awaiting a reply.

Everyone Active – SC reported that a meeting had been held with Shane Railley the manager of the Sports Centre and Shane has agreed to join the Working Party and either he or another representative of Everyone Active will attend the meetings. The possibility of Nerf Wars and other activities had been discussed. SR reported that he had spoken to colleagues who were also willing to participate on the day. SC reported that the financial arrangements will be discussed separately due to the profit sharing agreement between the Parish Council and Everyone Active. SR and WB will arrange to meet on site to discuss space requirements.

Sound & Lighting for the stage and Tombola - This item was deferred until Ali Hall joined the meeting.

Stage Entertainment - VK reported that discussion had taken place and that Ali Hall's husband was willing to help out with the sound and lighting. It was suggested that there be 30 minute slots for the entertainment with a mixture of local live bands, a talent contest and stage acts. Mains power will be needed to the stage. SR reported that he has contacts with local bands and entertainers.

Sports Clubs – SC reported that he had not yet contacted the Sports Clubs but would do so. SR will contact the sports clubs that are based in the sports Centre. SR reported that he had spoken to Anuj from the volleyball club who was keen to become involved in the food side of the event.

Collection Licence – LP reported that this has not yet been investigated.

It was:

RESOLVED that the reports be received.

4. UPDATE ON STALLS/ACTIVITIES

The centre piece for the day will be the stage events. It was agreed that a Talent Contest was likely to prove popular. This would need to be advertised as soon as possible and booking forms made available. A time limit would be imposed on the acts but a system of rounds, voting and eliminations would prove complicated. A panel of approximately 5 judges would be appointed and award

1st, 2nd and 3rd place with a trophy and rosettes.

The stage will also be needed for live music, performing arts and announcing of other competition winners. SR volunteered to act as an entertainments manager and co-ordinate the stage events. Stage acts to be a separate agenda item on the next agenda. LP to distribute SR's email address to the members.

Balloon Race – SC to organise and check for any permission required.

Crazy Golf – WB has no contact details for this. It was agreed that this would be a standby item.

Splat the Rat – LP to approach all the primary schools regarding the loan of traditional fete games and participation.

Stocks – WB to organise as part of the Parish Council stand.

Gator rides – The Parish Clerk is checking on the insurance implications of this. The Gator will only take one passenger at a time. Tractor and Trailer rides may be an alternative option.

Classic Cars – It was felt that this may be a little ambitious but WB will look into it. SC reported that Marston's have a Hobgoblin branded F1 racing car and he will explore this option.

Animals – WB to follow this up with Wood Green, RSPB and the new pet store.

Ali Hall joined the meeting at this point.

3. UPDATE ON DELEGATED TASKS

Sound & Lighting for the stage and Tombola – AH reported that the Tombola is in the process of being organised. AH reported that her husband is interested in getting involved in the sound and lighting aspect as he has experience in this field. He will require more details of what the requirements are.

4. UPDATE ON STALLS/ACTIVITIES (cont.)

Rifle Range – LP to contact Larry Grey and also enquire about a coconut shy.

Hay bale stacking - WB to organise alongside the stocks.

Human Fruit Machine – CD to organise, volunteers will be required and they will roam around the site on the day.

Cozy coupe track – SR raised concerns regarding this and recommended avoiding this activity. It was suggested that people bring their own cars and that grass safe mats could be used to protect the vehicles.

Treasure Hunt – LP will ask the schools about this along with the other traditional fete games.

Trampolines – SR reported that there would be insurance issues with bringing trampolines but that they would be possible through a 3rd party operator. SR has contacts for operators of trampolines, aqua balls, bouncy castles, climbing wall and go karting. SR will research further.

Food Stall – CD reported that Café 19 would be interested in participating. GM will coordinate the food stalls and any contact details should be sent to LP to forward on. SR raised concern regarding the requirements for food hygiene certificates etc. LP will check the requirements for village fetes.

Henna Tattoos – GM to organise.

Central display ring – SR suggested that there be a central display area that could be used for sports day activities, displays by the uniformed services, a mascot race etc.

It was:

RESOLVED that the updates be received.

5. SCALE OF PITCH FEES

It was:

RESOLVED that the scale of pitch fees be deferred until the next meeting.

6. PUBLICITY AND MARKETING

An initial announcement will be made on the Parish Council website and Facebook page – LP to organise.

SC will design a poster and send out a draft design for comments prior to publishing.

Large banners will need to be produced and local radio stations and press be contacted. SR will contact the Heart Angels.

A call for volunteers to help on the day and for sections of the community to participate regarding the food stalls will need to be made.

LP to approach the uniformed services groups.

Logos of organisations involved in the Fete will be displayed on the posters and banners.

LP will set up a separate email address fete@CambournParishCouncil.gov.uk for all correspondence and arrange for incoming email to be forwarded to all members of the Working Party. Replies should then be formulated by the individual responsible and sent to LP for sending out.

It was:

RESOLVED that the report be received and that the poster would be produced within the next two weeks ready to start advertising.

7. DATE OF NEXT MEETING 10th March 2015



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

CAMBOURNE FESTIVAL WORKING PARTY

1.0 Terms of Reference

Non-working party members can address the Working Party, subject to the prior approval of the Chairman, on a particular item on the agenda for a period of not more than 3 minutes, but they will have no voting rights on this item.

- 1.1 Membership shall comprise members of the Council, invited residents and representatives of the Sports and Leisure Centre and Youth Service Providers.
- 1.2 The Working Party shall come under the remit of the Parish Council and report thereto in the first instance.
- 1.3 Three members of the Working Party shall constitute a quorum.
- 1.4 To elect a Chairman for each Civic year
- 1.5 The Working Party shall consider matters relating to the Cambourne Festival.
- 1.6 Matters of an urgent nature requiring settlement before the next meeting of the Working Party may be dealt with by the Chairman of the Working Party at their discretion but must be submitted for approval or otherwise to the next meeting of the Working Party.

2.0 Delegation of Powers

To the Working Party

- 2.1 Those functions contained in paragraphs 1.3 - 1.5 shall be delegated to the Working Party to make recommendations to the Parish Council.

To the Chairman

- 2.1 Those matters referred to in paragraph 1.6 above.
- 2.2 Representation of the Council at any Committee, Sub-committee, panel or form of another authority to support the Council's best interests on any matter within the remit of this Working Party.