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Minutes of a meeting of the '**BONFIRE & FIREWORKS COMMITTEE**' which was held on **Thursday 23rd January 2020** in the Parish Office, at 10am.

Present:- Rosemary Thew, Samantha Arlow & Jess Tutt.

Clerk:- Tracey Bayfield

Public:- 0

1. No **Apologies** received.
2. There were no **Declarations of Interest** – In relation to any item on the agenda.
3. ***Resolved*** that the **Minutes** of the meeting held on Tuesday 3rd September 2019 are signed as a true record.
4. **Public Participation** was not required.
5. ***Resolved*** that the **date/reserve date of 2020 Event** is as follows:-
 - Plan 'A' – Saturday 24th October 2020, in the event of bad weather;
 - Plan 'B' – Sunday 25th October 2020
 - No plan 'C' this year as the following weekend will be 31st Oct and clash with other Halloween events and Sunday 1st is the last day of Half Term.
6. The following were each ***resolved*** having been considered from the **2019 Event**; including;
 - i) Total sum raised for **Community Fund** – £2,675 was raised and between this and The Party on The Pastures, we have hit the £3,000 budget for the Community Fund. (Already agreed that the surplus can be used for these 2 public events should they wish.) We note that the 2020 surplus is also for the Community Fund, which is budgeted at £2,750.
 - ii) **Parking** – We continue to have use of Friary Farm field opposite the Church, *subject to* the ground conditions being suitable on the day.
 - iii) **Numbers** of public attending – We are pleased with how popular and well attended this event is and how it has grown given that it is our sole dedicated fundraising event.
 - iv) **Dinghy Park Access** – As has been reported to full council and the dinghy park management committee, unfortunately the crowd control barriers were not set up correctly this year, which resulted in

unnecessary exchanges between the users and the helpers. This will be addressed for the 2020 event.

7. The following details were **resolved** for **2020 event** so that bookings and planning may commence.
- i) **Pitch Fees** – Doughnuts/Candy Floss to increase to £60.
 - ii) **Advertising** – We will continue with our current arrangements.
 - iii) **Glowsticks** – We shall invite the one supplier back.
 - iv) **Food/Catering** – Having analysed the 2019 figures, we will offer 6 pitches (no drinks); such as (but not limited to) BBQ, Pizza, Thai, Jacket Potatoes, Hot Pies, etc. The pitch fee will be £250 per pitch. As this is a new consideration, we shall set a deadline of 31st April 2020 for the 6 bookings to be in place and to have paid a 50% deposit. If by this date we do not have 6 bookings, then the committee shall continue with the catering arrangements themselves as they have in previous years. We have a file of caterers which we have built up and can use as a starting point.

However, if we manage to bring in 6 caterers for 2020 and after the event, decided (for any reason) that it was not the right decision, then we would revert back to providing the catering ourselves for 2021.
 - v) **Refreshments** – We shall continue to run the stand for: hot/cold drinks, homemade soup, toffee apples etc.
 - vi) **Crowd Control Barriers** – Having considered hiring from Jewsons v purchase, storage & manoeuvring of our own or, hiring from Cromer Carnival Committee, whereby we would have to get them to and from Runton & Cromer, load and unloaded, we will continue to hire from Jewsons for the time being, as they are delivered to the Carnser Car Park and collected from the Carnser Car Park.
 - vii) **Car Parking** – Langham Road overflow car park will be charged at £3.00 per car starting 2020 for this event.
 - viii) **Donation Buckets/Entry** – We will leave the entry fee as a donation, however, the buckets need to be a strategic points as allocated and managed tightly as this provides 50% of the event income. We understand that the visitor numbers are increasing, however, the bucket donations are not reflecting this.
 - ix) **Entertainment** – Invite ‘Ruby Flames’ back for 2020.

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8. The **National Trust** have confirmed that they are happy to issue us a licence to hold this event on what is partly their land as soon as we advise them of the date.
9. **Budget** for 2020 fireworks event – The fireworks budget has already been set at £2,000 gross (net £1,666).
10. Date of next **Committee Meeting** will be confirmed in due course.

Meeting closed at 10.40am

Chairman _____

*Committee Members are: Rosemary Thew, Jenny Girling, Samantha Arlow & Jess Tutt.
Terms of reference state ideal no. is 5 or 6 and thus the quorum is 3.*