

Page 71 (2019/20)

Minutes of the **Blakeney Parish Council 'Events/Party on The Pastures Committee'** which was held on **Wednesday 6th November 2019 at 5.30pm** in The Parish Office.

Present:- Alison Wagstaffe (chaired meeting), Rosemary Thew, Alison Jewel, Carolyne Shepherd & Lynn Massingham.

Clerk:- Tracey Bayfield

Public:- 0

1. Apologies were ***accepted*** from: Samantha Arlow, Shirley Everett & Jess Tutt.

In the absence of POP Chairman Samantha Arlow, Alison Wagstaffe chaired the meeting and Lynn Massingham was welcomed as a new committee member. Judy Pegden had officially retired from the committee on 11th September 2019.

2. There were no **Declarations of Interest** from any committee member.

3. *Resolved* that the **Minutes** of the meeting held on Wednesday 7th August 2019 are to be signed as a true record.

4. Members worked through the notes from the informal **Wash up meeting** and agreed any actions which for ease will be incorporated in the table below. They were also presented with the projected final income and expenditure figures for the 2019 event and were pleased to have in fact made a small profit, given that the remit from the Full Council was for this even to be cost neutral if possible.

The committee wish to place on formal record their sincere thanks to everyone who helped to make this event such a success once again, as there are a great number of people who give a great many hours, some over days, to help pull this all together and it simply would not happen without their support and commitment. **Thank you!**

5. Open Public Session – no members of public present.

6. *Resolved* to ask Blakeney Parish Council for a **Budget** of £3,000. (£2,500 aimed to be cost neutral once again. In addition to this is the sum of £500 which is the surplus raised from our public events, after being shared with the bonfire and fireworks committee, which is over and above the £3,000 allocated to the community fund.)

7. Bookings for SUNDAY 23RD AUGUST 2020 – The following points were ***resolved***.

Time of Event	
<ul style="list-style-type: none">2020 – Wish to make the evening longer, the feedback is that the evening ends too early, so we will go for 11am til 11pm – TB will contact NNDC regarding Temporary Event Notice	

<p>Events Marquee</p> <ul style="list-style-type: none"> • All same acts as before are welcome to use The Big Top 	
<p>Cancellation Policy</p> <ul style="list-style-type: none"> • Keep as per the 2019 policy • Gray's Funfair were not able to bring everything as promised on the day, which left us with a huge gap to fill on site and neither did they pay the pitch fee up front. Gray's fair must be advised that they need to let us know asap if they are not going to be able to join us for any reason 	
<p>Pitch Fees & Sizes</p> <ul style="list-style-type: none"> • Catering outlets are to remain as they were for 2019 • A single pitch size is to increase from 3m to 4m in order to allow for guy ropes etc. • Outside pitch – 1 x 4m = £30 • Outside pitch – 1 x 7m = £60 • Inside marquee pitch - 1 x 1.8m table supplied in a 3m pitch = £40 • Inside marquee pitch – 2 x 1.8m tables supplied in a 6m pitch = £80 • Free for the invited National Charities and other local charities for whom we grant admission • Car boot stalls – to remain at £6.00 for a single pitch (no trade vans) 	
<p>Stallholders Traders</p> <ul style="list-style-type: none"> • To apply as in previous years, the aim is for a wide variety of stalls and to fill the site 	
<p>Car Booters</p> <ul style="list-style-type: none"> • No change to the past 2 years 	
<p>Music</p> <ul style="list-style-type: none"> • Invite all of last year's musical acts back • Ask The Soul Traders if they can cover some more up to date songs 	

<ul style="list-style-type: none"> • ALL acts must bring their own P.A. system • Consider a change from The Soul Traders in 2021 in order to refresh the evening and going forward we consider a change to one musical act per year • Book a steel drum band to join us for the evening in one of the dedicated slots, before the main and final band 	
<p>Big Top</p> <ul style="list-style-type: none"> • Circus Ferrel have already agreed to join us for 2020 and allow us use of the Big Top • We really need some better/additional lighting in The Big Top, some of the musicians were struggling with the lack of light and their music sheets 	
<p>Entertainment</p> <ul style="list-style-type: none"> • Blakeney does Baking – this was not a success and will not be repeated in 2020 • The Auction of Promises was a huge success and will be repeated in 2020 • Flower & Produce Stall – we have been asked for the past 2 years to give this a try and hence will shall for 2020 • Book the assault course and ensure that our signage states the closing time for such attractions • Simon from Wild Encounters has advised that he can do a display in 2020 BUT only over the far side where he is sited and only if an area can be marked out, and it is stated that NO DOGS are allowed in the area during the performance. <i>(Will ask how large an area he would need, as this may be the deciding factor.)</i> • All other entertainment from 2019 to be booked again • Look to book Alpacas – Wells or Sheringham • Try to book Morris Dancers – noting that much effort has gone into this previously with no success, but based on the fact that we recall an article in the Holt Chronicle recently • Ask if we could have some attendance from The MG Club (Mark from Blakeney garage may be able to bring more of his Classic Cars also) • Ask if we could have some attendance from The Harley Club, limit the 	

<p>number</p> <ul style="list-style-type: none"> • Jess will look into ferret racing • Can we book Razz the Clown and Aunty Pearl <p><i>Alison Jewell had to leave the meeting at this point</i></p>	
<p>Dog Show</p> <ul style="list-style-type: none"> • Jess Tutt is happy to organise this once again including sponsors for prizes • We need to double the size of the grand ring as this event is so popular 	
<p>Food & Drink</p> <ul style="list-style-type: none"> • All caterers from 2019 to be invited back • Adnams to be reminded of need for TEN licence, diarise to remind • Plus we need to find 2 more, we need at least one vegetarian option, we have a whole list which TB will revisit and make contact with, some of whom we wanted but were already booked for 2019 	
<p>P.A. System & Lighting</p> <ul style="list-style-type: none"> • Book Sounds of Norfolk again, but we need a member of the team present for the event, as they were in 2018 in order to solve any problems which may arise • We must have lighting; it was provided in 2018 but not 2019 by SofNfk • Think about the range and siting of the grand ring in association with the microphone and speakers as it was not good in 2019, could not hear as you got down the site; more speakers? 	
<p>Charity Stalls</p> <ul style="list-style-type: none"> • Ask MacMillan, East Anglian Air Ambulance & EACH as the National Charities if they would like to join us again in 2020 	
<p>Publicity</p> <ul style="list-style-type: none"> • Market it as <i>PARTY ON THE PASTURES – 12 hours of fun!</i> • Repeat the 2019 publicity campaign 	
<p>Toilets</p>	

<ul style="list-style-type: none"> Using the Village Hall indoor toilets worked well, we payed to have them cleaned early Monday morning – request the same scenario for 2020 – BVHT made no charge for this community event 	
<p>First Aid</p> <ul style="list-style-type: none"> 2020 and going forward we must double up on cover and always have 2 people on call for our own piece of mind. (Note that it is not a requirement of our insurance provider to have cover, this is our choice.) Lynn Massingham volunteered to be the double up cover for the whole event Purchase and have on site a dedicated First Aid log book 	
<p>Event Programme/Timings</p> <ul style="list-style-type: none"> It worked well; just amend slightly due to the additional hour Add in Steel Drum Band slot followed by; The Auction of Promises; it worked well in between the musical interlude and ask Sam Curtis if he would act as the auctioneer once again 	
<p>Car Parking</p> <ul style="list-style-type: none"> As in 2018 & 2019 – use the overflow car park, charge a nominal fee and have Car Park Attendant man the site Section off the rear of the Village Hall Car Park for use by those taking part in the event Ask about use of the Friary Farm field for use as additional parking, but use only if needed 	
<p>Site Plan, Risk Assessments & Insurance</p> <ul style="list-style-type: none"> Once again ask T Cottle to mark out field for us in advance, this is extremely helpful, but to use either red or orange which is easier to see 	
<p>Celebrity Opening & Awards presentation</p> <ul style="list-style-type: none"> For an opening how about a couple of dames from one of the local theatre productions, great fun and enjoyed by all, Dave Long and David Buckey spring straight to mind! We appreciate that BPC will decide if they are going to undertake the Community Awards Scheme again and will advise us as we would want to rethink this aspect if we are asked to host it in 2020 	

<p>Volunteers</p> <ul style="list-style-type: none"> • Richard Barden has offered to be listed as an official helper for this event for the Saturday eve and Sunday for marquee erection and dismantling etc, for which we are most grateful 	
<p>BPC Marquees</p> <ul style="list-style-type: none"> • New guy ropes are needed – ask T Cottle/Weatherill • Need more marquee pegs • The Party Tent measures 4m x 8m • The Party Tent needs new Velcro strips – 1.5 inches of the fluffy stuff! (T Cottle.) • Need more small bungees for the Party Tent • Window needs fixing on Party Tent – Neil Thompson offered to do this • If we find that we are inundated with requests for inside pitches, then we can make enquiries with others about party tents, ie. Stiffkey, Grice & Foster, Green 	

8. Other questions brought forward from the wash up meeting not covered above, in relation to the **Event** :-

Resolved – In order to cut down on the number of meetings and keep this flowing at a fast pace in terms of bookings etc, the committee hereby gives the **Parish Clerk delegated power to proceed with this event** within the parameters of the budget and headings just agreed, given that the same format is now going forward for the third year.

Resolved – **NOT to make this a 2 day event** (half day Saturday and all day Sunday) by adding things such as; bingo in the Big Top, Outdoor Cinema, Sleepover in the Big Top etc. For future reference, Langham Street year will continue to alternate years going forward ie. 2020, 2022 this was double checked with their event organiser.

Resolved – Offer the official photos for sale at a cost of; £1 for 4 x 6 - £2 for 5 x 7 - £3 for 6 x 8. Use these photos for promotional purposes going forward. Will not hire a photographer going forward as we do not have the scope for sales and have what we need now.

Page 77 (2019/20)

Resolved – The Old Wild Rovers very kindly donated their fee to the Parish Council Community Fund, (this is the £3K pot, distributed in grants to the local community) the committee wished to note their thanks and will advise the Parish Council.

9. Date of next meeting – Tuesday 24th March 2020 at 5.00pm in The Parish Office. Going forward it would seem as though Tuesday evenings are the preference now.

Meeting closed at 7.15pm

Chairman _____