

Tourism & Events Working Group – Report

Report of meeting 17th Aug 2009

Present: Cllrs Sue Toft-Hunt, Cheryl Stamper, Emma Carroll, Liz Dowell. Charles Chaney (Chamber of Trade)

Items for Amenities committee.

1. Requested approval of increased budget due to increased estimate of numbers attending. See report details
2. If the event makes a profit, how should this be allocated? Consider a share to the RAF charity of choice. Should the event cover the advertising costs too?
3. Confirm objectives: Requests for stall at the Fun in the Park event – the objective is to entertain therefore all stalls must offer something that adds to this. Prices must be kept low
4. Approval to select and co-opt an Event Director for the Carols onto the Working Group
5. Approval of notes and directions.

Status of Actions

<u>Action</u>	<u>Update</u>
Christmas event: Write to the main interested parties, schools, Scouts etc to ensure coordinated program. Possible meeting in September to agree the programme. Action : LD	No change - Will be done in Sept when schools return
Christmas event: Contact Budgens and other traders to establish what contribution they would make eg serving wine / pies.... Action : TG	CofT meeting on 10 th Sept will request support
Christmas event:: Get a price for re-usable banners to go at the entrances to the village for key events (able to change the dates) Action : LD CC will provide name of alternative supplier that may be more appropriate for LD for follow up, Action : CC and LD	Done, saves money if used 3+ times. However figures can only be used 3 times – so not a viable option. Not applicable for August event.
Christmas event: Draft a short note for Wendover News to ask for a volunteer Event Director (clerks office can take overall management, but need a village coordinator with vision of the event) Action : DL	Done, circulated first to the Councillors. Will appear in the Sept issue – await responses
Christmas event: CofT are considering Xmas lighting for the trees near Andrew Gardners shop, to be confirmed. Should be coordinated with the other lights. Action : LD and TG	Cof T may put proposals to WPC when costs are known
Christmas event: Cof Trade are concerned that the Carols do not help a late night shopping / Friday is not a good night. Noted that Thursdays are standard night	CofT will support the Friday night. Next meeting of CofT is 12 th Sept.

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<u>Action</u>	<u>Update</u>
and Wendover would be competing with major shopping areas on Thursday. TG will discuss with CofT which night is preferred and then WG will meet again to consider any support the WPC could provide. Action : TG	
Fun in the Park: Also ask Cllrs to display posters – Action: EC	Done
Fun in the Park: It's not clear how some of the stalls actually operate – Action: LD & EC. Will go to the store to find out more	Done – spec updated
Fun in the Park: If Charities take Milk the Cow or Feed the Monkey stall then ask them to provide the single prize needed. Action: LD	
Fun in the Park: LD will order prizes, within budget, after reviewing the needs of each stall. Action: LD	Advise from Play warehouse was to allow for 400 gifts. This has been ordered, but extended budget needed
Fun in the Park: Volunteers are needed with committed times to help set up, man the stalls, break it down. Contact RAF for help – Action: STH Contact other charities to see if they want to take a stall - Action: LD	RAF have offered their Charity Day efforts = 65 recruits throughout the day. Other charities contacted but not confirmed
Fun in the Park: Will have to have a review on 28th August to assess weather issues – cancel or reduce in case of very bad weather. Intent to go ahead even if some rain.	

Other discussions:

Requests for stall at the Fun in the Park event – the objective is to entertain therefore all stalls must offer something. Wendover House school, Wendover Society, Rotary have expressed interest but not provided details of the offering, not confirmed. Face Painter interested but not on terms offered

CC will ask traders about sponsorship to respond by end of this week, CC offered some small gifts

Milk the Cow will be offered to St Mary's, and the cost of the Cow will be deducted from takings. – LD. They may want to 'colour' the water.

CC offered to ask Rotary to set up 'welly whanging' as fund raiser

EC reported that similar event had to close the Coconut Shy early as ran out of coconuts with only 75. Recommended that Liz orders extra.(see budget)

Litter pick will need to include the footpaths.

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Drinks – LD will contact Mr Pettigrove to find out what he will be offering . WPC will sell water and juices. Contact Dayla – may provide free or at cost. Alternatively at sale/return from wine rack / Budgens . Action LD.

Food bags will be needed for the Candy Floss

EC will remind Bucks Herald / photo. AD has contacted Mix 96 – must be a local family event else may get over large.

EC will conduct survey at the event and count numbers attending with 4 RAF help.

EC has arranged loan of large pool for the Hook the Boat stall – need to arrange for Andy to collect on day before

STH will update spec and site plan with details discussed

RAF have been very generous – suggests that if event makes profit this should be shared with them

Roles & resources

<u>Stall/activity</u>	<u>Council</u>	<u>RAF/other help</u>
Hook the boat	Gary Thorne	4 RAF– focus on safety
Feed the Monkey	Gary Thorne	2 RAF
Washing Line	Gary Thorne	4 RAF
Milk the cow		Ian Gosling +1
Ball in a bucket	Stephen Worth	2 RAF
Coconut Shy	Stephen Worth	3 RAF
Candy Floss/Drinks	Fiona Lipmann, Sheelagh Hoffman	+ 1,
Crowds, survey, counting	Emma Carroll	4 RAF
Disco	Andy Dunn	4 RAF
General steward	Sue Toft-Hunt	
Ticket sales	Liz Dowell	

Other Cllrs can offer to help and share the work with those above. Shifts could be 13:00 – 15:30 and 15:30 – 18:30

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Costs:

The following budget is requested, this represents an additional £140 over previous agreed budget. This is because

- a. a meeting with Play Association we were advised to allow for 300 to attend based on the level of advertising. Therefore 400 gift items are required for purchase.
- b. At similar event 75+ Coconuts were used (and ran out)
- c. Given estimated numbers more drinks are needed. Approach Dayla / Wine Rack for support for drinks

<u>Item</u>	<u>Budget</u>	<u>revised estimate/ actual</u>
Advertising ad in WN plus 3 banners	£210.00	£196.74
Hire of the loos = £45.	£45.00	£45.00
£15 for Play Association membership, which allows access to cheap hire of large range of play equipment for events of all types	£15.00	£15.00
<u>subtotal</u>	£270.00	£256.74
<i><u>Expect to recover the following costs from ticket and food sales:</u></i>		
Hire of equipment for stalls	£15.00	£14.00
Candy Floss hire and supplies £27 (plus sugar @£10)	£27.00	£37.00
Coconuts –£8 per sack of 25, 3 sacks	£10.00	£16.00
Prizes: 2 large prizes and party packs of mixed small toys total 400 gifts. Other prizes from TIO already written off (assumes no sponsorship)	£60.00	£118.36
Soap & towels to be bought at Costco	£10.00	£10.00
Water bottles and fruit cartons	£20.00	£100.00
Miscellaneous and contingency	£20.00	£20.00
<u>subtotal</u>	£162.00	£315.36
<u>total</u>	£432.00	£572.10

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Resources needed (not complete yet)

Items needed	Comment	Actions
Rope and fence posts –	25 from Chris Payne at Grangelands (20-7-09) Fencing tape from WPC	
Fire extinguisher	Site safe	
Paddling pool –	1 provided with hire equipment, larger one would be preferred	Emma has arranged a loan – need to agree pick-up - EC
Tables – 3 large, 5 small	Andy will source these	Action: Andy
Chairs - many	WPC	Action: Andy
Box for money * 2	TIO box for Ticket stall, candy floss stall	Action: LD
Box to collect tickets at each stall	Requested plastic boxes from Cllrs	Ice cream boxes - all
Notices about where to buy tickets and prices, loos	Re-use old banners (blank back)	Action: LD
15 socks and small items for the washing line		Action: FL
Buckets or bags for collecting balls		
Wipes	Fiona has spares	Action: FL
Washing line and pegs		Action: FL
Paper and pencils for washing line (A5?)	TIO items	Action: FL
Board for winners names / target to win	Could use large 'post-it' notes with Target on the front, Winners name/phone on the back	Action: LD
Tank for ice (to cool drinks)	Fiona's fish tank	Action: FL
Cake stand for cake stall	Fiona	Action: FL
Timer for milk the cow?	Clock with sweeper second hand	Action Ian
Small Clipboards for washing line notes		Action: LD