

Tourism & Events Working Group – Report

Report of meeting 29th July 2009

Present: Cllr Sue Toft-Hunt, Cllr Cheryl Stamper; Cllr Emma Carroll; Liz Dowell (Deputy Clerk);

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 | Will be done in Sept when schools return |
| Christmas event: Contact Budgeons and other traders to establish what contribution they would make eg serving wine / pies.... Action : TG | No update |
| 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 | Done, saves money if used 3+ times. Not required for August event, LD will go to the supplier to understand how replacement figures work then recommend if cost saving for Christmas events. |
| Christmas event:: Contact Music Coordinator at Hampden School to find out what type of contribution they would like. Action :CS | Done – will be able to consider at start of new term |
| 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. |
| 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 | No update |
| 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 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 | No update |

Tourism & Events Working Group – Report

- 1) Arrangement for the 'fun in the park' event were reviewed
 - a) Advertising is progressing to plan. Also ask Cllrs to display posters – Action: EC
 - b) It's not clear how some of the stalls actually operate – Action: LD & EC. Will go to the store to find out more
 - c) If Charities take Milk the Cow or Feed the Monkey stall then ask them to provide the single prize needed. Action: LD
 - d) LD will order prizes, within budget, after reviewing the needs of each stall. Action: LD
 - e) We will build a full list of items needed and ask Cllrs /friends to provide
 - f) Volunteers are needed with committed times to help set up, man the stalls, break it down.
 - i) Contact RAF for help – Action: STH
 - ii) Contact other charities to see if they want to take a stall - Action: LD
 - g) If not enough volunteers then stalls will have to be reduced. Candy Floss needs most labour and will not make a profit so this is the first to go.
 - h) 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.
- 2) **Next meeting: 2pm, Monday 17th August, Dobbins Lane**

Items needed

| Items needed | Comment | Actions |
|--------------------------------------|---|---|
| Rope and fence posts – | 25 from Chris Payne at Grangelands (20-7-09) Fencing tape from WPC | Action: FL to check quantity required. Order tape if needed |
| Fire extinguisher | Site safe | |
| Paddling pool – | 1 provided with hire equipment, larger one would be preferred | Action: Emma will ask |
| Tables – | Andy will source these | Action: Andy |
| Chairs - | WPC | Action: Andy |
| Box for money * 2 | TIO box for Ticket stall, candy floss stall – normal shoulder bag | Action: STH |
| Box to collect tickets at each stall | LD will ask shoe shops for shoe boxes and cover with paper | |
| Notices about where to buy | Re-use old banners (blank | Action: LD |

Tourism & Events Working Group – Report

| | | |
|---|-------------------|------------|
| tickets and prices, loos | back) | |
| 15 socks and small items for the washing line | | |
| Buckets or bags for collecting balls | From home | |
| Wipes | Fiona has spares | Action: FL |
| Washing line and pegs | | |
| Paper and pencils for washing line | TIO items | |
| Board for winners names / target to win | | |
| Tank for ice (to cool drinks) | Fiona's fish tank | Action: FL |
| Cake stand for cake stall | Fiona | Action: FL |
| Stop watch / timer for milk the cow? | | |
| Small Clipboards for washing line notes | Ask Ian to make? | Action: LD |