



WOOTTON PARISH COUNCIL



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Minutes of the Fun Fest Committee meeting held on Wednesday 21st February 2018 at 7pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Present	Gareth Lloyd (GL – parish councillor – in the chair), Mark Atkins (MA) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton. In attendance: Neera Regmi (NR – parish councillor), Amy Nightingale (AN) and Sue Playford (SP) as Clerk to the Council. Lisa Lewis (LL – parish councilor) was also in attendance to observe the meeting.		
Absent (no apologies received)			
Agenda no	Agenda item title	Resolution	Action
FF18/001	Apologies for absence. None.	N/A.	N/A.
FF18/002	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.
FF18/003	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	No requests received.	N/A.
FF18/004	To appoint Cllr Neera Regmi and Amy Nightingale as members of the Fun Fest Committee.	Resolved to appoint both as members of the Fun Fest Committee. Proposed: GL. Seconded: MA. Resolve by all present.	SP to take forward.
FF18/005	Minutes of the previous meeting. Members of the Fun Fest Committee are asked to receive and adopt the minutes of the advisory Fun Fest Committee meeting held on 19 th July 2017.	Minutes were received and adopted. Proposed: MA. Seconded: JW. Resolved by all present.	SP to keep on file.
FF18/006	Matters arising from the minutes – for information only.	No further comments received.	N/A.

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	FF17/23 – Appointment of Bedford Borough Council’s Street Cleansing Team. Confirmation has been received – they will attend after the event to clear up as necessary. FF17/23 – Trade Refuse Bins. Bedford Borough Council has confirmed four bins can be placed at the corners of the arena – to be moved to a more secure area after the event. FF17/23 + FF18/009 – Dog Exclusion Order. Refer to agenda item FF18/009. FF17/23 + FF18/008 – Purchase of additional items including signage and bunting. Refer to agenda item FF18/008. FF17/23 – Designated photographer. NR has confirmed she can undertake the role. FF17/23 – Grass cutting. The Clerk will ensure the grass is cut ahead of the event.		
FF18/007	To review acts and arena events booked for 2018’s event to date, to consider booking additional acts and arena events and to make recommendation to Full Council as necessary.	MA agreed to take forward the following: • Arena and stage acts(looking to secure one band to cover two sets and a couple of guitarists; • Possible Punch & Judy act with magic too – if the magic was not possible, then contact Krisgar Entertainments; • 4x4/US vehicles – to drive passengers over ramps and other obstacles; • Police dogs. (Failing that, Canine Partners); • Karate; • Web Cam; • Notify Three Counties Radio (publicity). SP had provided a list of stallholders ahead of the meeting and agreed to take forward the following: • Chase Henry Manning FunFair for a list of rides. LL agreed to take forward the following: • Contact a local choir to see if they would attend mid-afternoon.	All to take forward.

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		JW agreed to take forward the following: • Speak to Moulton College Northampton and establish what animals they could bring (it was noted they could also stage wood carving demonstrations); • Liaise with Wootton Upper School – could they showcase a theatrical/dance act; • Ensure Wootton Upper School’s Community Group could volunteer on the day (it was noted two members of staff would also attend for safeguarding). SP confirmed as volunteers, they would be covered under the parish council’s public liability insurance; • To ensure the Fox & Duck PH made the necessary licensing arrangements in terms of alcohol and entertainment; • Confirm when the refuse bins would be delivered/taken away. NR agreed to take forward the following: • Act as official photographer. GL agreed to take forward the following: • Establish whether plastic/metal ramps were needed to prevent damage to the new footpath on the grass area (by heavy vehicles). If so, JW would see if Bedford Borough Council could provide anything. There was help with sound if needed (at cost) and AN volunteered also. It was noted D & G Noble had kindly agreed again to lend their lorry to act as the stage. Catering was the same as last year (Scouts and	
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		CateringULike), plus candy floss and sweets. Bedford Borough Council's Street Cleansing team would attend the following Monday to clear the area of litter/debris and remove four trade refuse wheelie bins. It was agreed a £20 Amazon voucher would again be awarded to the person with the most Facebook event shares – with an invitation to open the event alongside JW (as Borough Councillor).	
FF18/008	To consider the purchase of additional items including signage and bunting and to make recommendation to Full Council as necessary.	AN agreed to take forward the following: • Provide SP with links to collapsible promotional displays which could sit either side of the village hall car park entrance (between the changing rooms and village hall). MA confirmed banners were in storage and agreed to take forward the following: • Look to purchase either Corex or Estate Agent-style boards as advertising, including a possible sign for the lamppost in front of the village hall; • Complete the Fun Fest Facebook page and send the link to SP to ensure it is shared. JW agreed to take forward the following: • Ensure lower and upper schools could help with publicity.	All to take forward.
FF18/009	To receive a report from the Clerk regarding the Dog Exclusion Order – no recommendation to Full Council is necessary.	It was noted the Dog Exclusion Order would not be enforced by Bedford Borough Council on the day (SP to inform them again nearer the time). Agreed to ensure temporary signage was fixed to existing signage confirming the same and noting:	SP to take forward.

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		• Timings to be included; • All mess to be picked up and properly disposed of.	
FF18/010	To receive a report from the Clerk regarding litter picking activities on the day – no recommendation to Full Council is necessary.	SP detailed the litter picking arrangement made with a local resident.	SP to take forward.

Meeting closed at 8.10pm.

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