



WOOTTON PARISH COUNCIL



LOCAL COUNCIL
AWARD SCHEME
QUALITY

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Minutes of the Fun Fest Committee meeting held on Wednesday 23rd May 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), Amy Nightingale (AN), Neera Regmi (NR – parish councillor) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton.		
Absent (no apologies received)			
Agenda no	Agenda item title	Resolution	Action
FF18/011	Apologies for absence. Sue Playford (SP) as Clerk to the Council was unable to attend.	Noted for the minutes.	SP to keep on file.
FF18/012	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.
FF18/013	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.
FF18/014	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 21 st February 2018.	Minutes were received and adopted. Proposed: AN. Seconded: MA. Resolved by all present.	SP to keep on file.
FF18/015	Matters arising from the minutes – for information only. - FF17/023 – Appointment of Bedford Borough Council's Street Cleansing Team. Confirmation has been received – they will attend after the event to clear up as necessary. - FF17/023 – 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.	No further comments received.	N/A.

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	• FF18/009 – Dog Exclusion Order. Will not be enforced on the day. • FF18/008 + FF18/017 – Purchase of additional items including signage and bunting. Refer to agenda item FF18/017. • FF17/023 – Designated photographer. NR has confirmed she can undertake the role. • FF17/023 – Grass cutting. The Clerk will ensure the grass is cut ahead of the event.		
FF18/016	To review acts and arena events booked for 2018's event to date and to make recommendation to Full Council as necessary.	Question was raised over the circus booking. Licensing was in hand – the entire area of the recreation ground would be licensed. The karate group had not yet confirmed their booking. JW to chase re a WUS dance group attending.	SP to chase circus booking. JW to confirm about WUS dance group attending
FF18/017	To consider the purchase of additional items including signage and bunting and to make recommendation to Full Council as necessary.	MA confirmed he had sourced new flexible path covers – hire and delivery totalled approximately £60. He would also take the signage forward. AN agreed to source tear drop/feather flags for the recreation ground entrance (blue background with Fun Fest entrance detailed) – over 3 mtrs tall with a base for concrete. Agreed SP would order 1 large, 9 medium t-shirts for the WUS helpers – bright blue. WPC's logo would be on the front with "2018 Fun Fest Helper" on the reverse. SP to also purchase 20 bags of sweets (for each stone returned) and a £20 Amazon voucher for the winner of the Facebook sharing. Secret stones to be hidden two or three weeks before the event and only advertise the sweet prize for those handing them in on the Monday before the Fun Fest. GL agreed to ask a	AN, SP, GL and MA to take forward.

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		resident to paint the stones.	
FF18/018	To receive and approve the 2018 Risk Assessment and to make recommendation to Full Council as necessary.	MA agreed to see if two community first responders could attend. GL would provide a fire extinguisher for the generator. Scouts have one for the gas BBQ. It was noted the portaloos were covered under parish council insurance.	GL and MA to take forward. SP to take the RA to Full Council for formal approval.
FF18/019	To consider and approve the site layout and to make recommendation to Full Council as necessary.	Agreed to leave the site layout as last year. The only arena act were police dogs at 3pm. The arena would be dismantled after that act. MA hoped to source straw bales for people to sit on. Transparent gorilla tape would be used to fix temporary signage to existing dog exclusion order signage for the day only. SP to purchase tape and finalise wording: (https://www.dogpoopsigns.com/Dog-Poop-Signs/Clean-Up-After-Your-Pet-Sign/SKU-K-1187.aspx). Helpers on the day would erect and remove all signage.	MA and SP to take forward.

Meeting closed at 7.50pm.

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