



SWAVESEY FESTIVAL 2008

Minutes of the meeting held on Wednesday 6th June 2007 at 8.00 pm at 35 Market Street, Swavesey

Present: Jane Whiter, David Mottram, Glynn Jones, Julie Ingham, Kirstie Norton, Carole Pook, Jackie Black, Nickie Bidwell, Sue Tait, Jacqui Fuller, Gloria Milne, Gillian Hunter, Audrey Caldwell, Sean Harford, Jason Dear

Apologies: Jane Christian, Tracey Tait

Minutes of previous meeting

The minutes of the previous meeting were approved.

Draft Constitution

It was noted that the mission statement had been changed to read 'An event which celebrates Swavesey by bringing together the community, discovering and enabling a range of talents which can be enjoyed by all'.

Following the clarification of several points the constitution was approved unanimously.

Open Meeting

It was agreed that an open meeting would be held on the 3rd October to ensure that clubs and other organisations in the village were aware of the proposed plans for the Festival. An advert would be placed in the August/September Meridian.

Finance

Funding/sponsorship

Various ways of obtaining funding and sponsorship were being investigated.

Fundraising Events

It was reported that the Memorial Hall had been booked for the 3rd November for the Halloween Disco.

The date of a New Year Ball was yet to be agreed. A full budget for this event would be produced by the committee in due course.

A Murder Mystery evening was planned for the Spring.

Publicity

Meridian

Alan Morris had been thanked for all his efforts. It was agreed that in future the Logo would be printed on a white background.

Street Banners

Company's which produced street banners were being contacted for details.

Confirmation had been obtained that the banners could be erected one week before the event and would need to be taken down during the next week. Letters had been sent to the County Council and South Cambs District Council confirming details of the agreement.

Health and Safety

A very useful meeting was held on Tuesday 8th May with PC Trevor George to discuss Health and Safety issues. He advised that the 'Events Safety Guide' should be purchased and that all the rules and regulations be obeyed. He also suggested the 'Good Practice Safety Guide' was worth reading.

A parking area would be needed together with a Traffic Management plan. For safety reasons PC Trevor George recommended that a walking parade be used in the carnival. He also stated that only Community Police Officers would be available.

South Cambs have an Events Safety Advisory group who would listen to plans and give advice on Fire, Health and Safety, Police and Ambulance requirements. Members of the committee would attend the next meeting. The Swavesey Management Control Document would then be produced following the format of the Events Safety Guide. All contingency plans would be included. First Aid was being arranged.

Events

Spreadsheet of Events

A very comprehensive spread sheet was presented showing all the events agreed so far. This spreadsheet would enable the Festival week to be finely tuned ensuring there were no double entries and that there were events on all days. As new events are identified they would be entered.

GJ was thanked for his efforts in putting this together.

Musical Events

Audrey Caldwell stated that she hoped the London Mozart Players would perform at a concert in St. Andrews Church on Sunday 22nd June together with the Community Choir and the Primary School and the Village College would perform concerts at the Village College during the week.

Dates of next meeting

The next meeting of the Steering Group would be held at the Bethel Baptist Church Wednesday 4th July at 8pm.

Sue Tait

06/2007