



SWAVESEY FESTIVAL 2008

Minutes of the meeting held on Wednesday 6th September 2007 at 8.00 pm at the Bethel Baptist Church

Present: Jane Whiter, Julie Ingham, Glynn Jones, David Mottram, Carole Pook, Jackie Black, Nickie Bidwell, Sue Tait, Gloria Milne, Jane Christian, Jason Dear, Mark Campbell, Sean Harford

Apologies: Gillian Hunter, Tracey Tait, Kirstie Norton, Jacqui Fuller

It was noted that Martin Johnston was now to represent the Parish Council. His e-mail address would be added to the steering group list.

Minutes of previous meeting

The minutes of the previous meeting were approved.

Matters Arising

The Parish Council had been contacted regarding the use of the Green for the Festival.

Finance

COMPANY STRUCTURE:

A Company Limited by Guarantee (CLG) had been set up and directors appointed who would also be Trustees of the Charity. It was felt that a qualified legal expert and accountant were now required on the steering group and members were asked to feed back the name of any appropriate person.

FUNDING:

A paper was presented on funding and sponsorship which gave an update of current activities and expectations.

Existing sponsors had been sent receipts.

Committee members would attend the Funding meeting at Cambourne on the 15th September and the Safety Advisory Group Meeting on the 27th September.

FUNDRAISING

It is hoped that the Fundraising Events planned so far would raise approximately £1500.

- The Halloween Disco was sold out.

- The Valentine Dance advertisement would appear in the next Meridian asking people to book early. After discussion with the Caterers and the Fund Raising Committee it was decided that this event would become a dance and cold food would be available. The cost of the tickets would be reduced accordingly. Approval was given to book the band and proceed with organisation of this event.

- The Murder Mystery evening would be arranged for April.
- The teenage sub committee were organising a table top sale and a quiz night.
- An adult quiz night was also agreed.

Health and Safety

A spread sheet listing each event together with the health and safety requirements wa being developed. The Steering Group link would be asked to check the entry. Events taking place at the Primary School and the Village College should be covered by their insurance.

The Swavesey Management Control Document had been started based on the Pink Book and a draft would be available within the next few weeks.

Events Programme

The list of events was run through to establish if there were any changes to the program and the funds required to run the event. It was stressed that there was a need to provide an estimate of the funds/costs that would be required to run an event as this information was required as soon as possible for use with sponsorship.

October Open Meeting

Flyers advertising the Open Evening on 3rd October would be delivered during the next couple of weeks. Local shops and surgery would also be asked to display the flyer and one would be put up on each of the notice boards.

A draft volunteer form had been produced. This would be amended as required and 100 copies would be available for the evening.

Structure of the meeting:

It was agreed to focus on the week of activities and the need for volunteers. The possible agenda would therefore be:

1. A report progress since February
2. Planned events
3. Fundraising
4. Help required

A powerpoint presentation would be produced for the evening. Emphasis would be made on the fact that the Festival was for the residents of the village and the events would, where possible, be free of charge and if not, subsidised and at a reduced cost. Refreshments would be provided.

Date of next meeting

The **Open Meeting** would be held at the **Bethel Baptist Church** on Wednesday 3rd October at 8pm.

The next meeting of the Steering Group would be held at **the Bethel Baptist Church** on Wednesday 7th November at 8pm.

Sue Tait
08/2007