

SWAVESEY FESTIVAL 2008

Minutes of the meeting held on Wednesday 14th March 2007 at 8.00 pm in Swavesey Memorial Hall

Present: Jane Whiter, Becky Deer, Jason Deer, David Mottram, Sue Jones, Glynn Jones, Simon Shore, Julie Ingham, Gillian Hunter, Alan Morris, Kirstie Norton, Janina Firlej, Jane Christian, Chris Rata, Carole Pook, Jackie Black, Nicky Bidwell, Sue Tait, Jacqui Fuller, Gloria Milne

Apologies: Tracey Tait, Jane Hackshaw, Claire Mott, Jan Williams, Ann Fidler, Linda Miller, Teresa Wright

Aims of the meeting

- To allow those present to introduce themselves and state their particular interests in relation to the Festival
- To identify those people who wished to be on the steering group (SG) and those who wished to be club representatives (CR)
- To identify the role of the Steering Group.
- To discuss a time frame for the festival and identify possible events
- To agree a date and time for 1st meeting of the SG

It was pointed out that a SG was required to ensure that the Festival happens and that all aspects of the administration, legal requirements and finances are handled professionally. Clubs would require a club representative who would be the link person between the club and the SG.

Introductions and interests

<i>Name</i>	<i>SG</i>	<i>Club/event representative</i>	<i>Activities interested in</i>
Jane Whiter	Y		Admin
Becky Deer		Bethel Baptist	
Jason Deer	Y	Bethel Baptist	
David Mottram	Y		Happy to do anything
Sue Jones			Open gardens, walking/rambling events
Glynn Jones	Y	Sports Events for children and adults	
Simon Shore		Camera Club	
Julie Ingham	Y		Marketing, open gardens, walking/rambling events
Gillian Hunter	Y		Happy to do anything
Alan Morris		Publicity	Member of the Swavesey Meridian Committee/ Web editor
Kirstie Norton	Y		Help with legal advice (has access to help working for RSPB)
Janina Firlej	Y		Secretarial work (Primary School Sec), Photography
Jane Christian		Carnival	Member Primary School PTA
Chris Rata			Happy to do anything, walking events, open gardens
Carole Pook	Y	Poetry event	Open gardens, Liaison with library

Jackie Black	Y		Accounts (Book keeper)
Nicky Bidwell	Y		Happy to do anything
Sue Tait	Y	Nature walks	Happy to do anything
Jacqui Fuller	Y		Happy to do anything
Gloria Milne	Y		Fund Raising

Steering Group

It was agreed that all those who stated they were happy to be on the steering group should be members as marked above with SG. It was agreed that the Chairman, Treasurer and Secretary would be appointed at the 1st meeting of the steering group. The idea was put forward to appoint a vice chairman and treasurer so that after a year they could take over. This would be discussed further at the next meeting. Jacqui Fuller agreed to send the e-mail addresses of the SG to the SG members.

Legal expertise would also be required as it was important to ensure all events were properly insured and effectively managed. A copy of a constitution was available which could be amended to our requirements. Jacqui agreed to e-mail it to all members before the next meeting for everyone to read beforehand and comment on at the next meeting.

It was agreed that there would be a steering group meeting on the first Wednesday of every month and club and 'specific group' representatives would be invited to every other meeting.

It was hoped that advice could be obtained from groups that have set up similar events locally.

Actions: Jacqui to send a list of members e-mail addresses to the SG together with a sample constitution

Funding.

Gillian Hunter, Arts Coordinator at Swavesey Village College has identified £1000 towards set up costs for the festival. It was suggested that a bid should be made to the Parish Council for a contribution towards the event. It was also agreed to look at funding bodies such as the National Lottery and other sponsorship opportunities.

Actions: Gloria to investigate funding bodies including lottery and sponsorship.

Publicity

Alan Morris said that he would add a page to the Swavesey Web site specific to the Festival. Villagers would also be regularly updated as to progress in the Meridian. It was felt that the Festival should have its own LOGO.

Actions: Alan to include a Festival page on the village web site

Timing

It was suggested that the Festival would run from a Saturday through to the following Saturday.. It was felt that the best time would be the end of June / beginning of July 2008.

Ideas for Events

A wide range of ideas was discussed based upon the suggestions made at the Open Meeting. These ideas to be consolidated into a full programme of events.

Date of next Steering Group Meeting

David Mottram kindly agreed that the next Steering Group meeting could be held at 9 Middle Watch on Wednesday 4th April.

Sue Tait

03/2006