

Twyford Parish Council  
Minutes of a meeting of the Twyford Village Fete Committee held at Stanlake Pavilion,  
Twyford on Tuesday 13<sup>th</sup> August 2019.

**Present:** Mr M Bray (Chairman), Mr M Alder, Mrs B Ditcham, Mr J Jarvis, Mrs L Jarvis, Mr R Mantel & Mrs S Wisdom.

**Clerk in attendance:** Mrs L Moffatt & Mrs L Povey.

1. **Public Questions.** None.
2. **Apologies.** None.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Minutes of the meeting 23<sup>rd</sup> July 2019.** Proposed as a true and accurate record by Mr J Jarvis, seconded Mrs S Wisdom, motion carried unanimously.
6. **Matters Arising.**
  - Revised quote for fencing (£255)
  - Dog Show – 20 posts hired (£10) bunting (£40)
  - Soil to fill rabbit holes (£40)
  - Press release (circulated)
  - Staff overtime costs – reported to Mr Mantel & Mr Bowley – to be confirmed next meeting.

Proposal to approve the above costs Mr J Jarvis, seconded Mrs S Wisdom, motion carried unanimously.
7. **Risk assessment** – amended to read that the MC will run the tug of war.
8. **Layout** – approved subject to moving the beer tent further away from the band/stage.
9. **MC / music at start** – the clerks met with the MC and have provided information on sponsorship and event schedule. Discussion on playing music throughout set up. Mr M Alder to look into whether a performing rights licence is required. Clerk to liaise with the band and Mr Ian Wisdom.
10. **Obstacle race – fruit & sweets** – the first aiders have been advised of the obstacle course times and will be on hand at the far end of the field. The nominated helpers are in receipt of a copy of the risk assessment and will have a briefing before the event. The clerk will contact Waitrose to ask for donations of fruit – Mrs B Ditcham to collect.
11. **Classic Car Show** – Mr Alder will co-ordinate voting jars where voters can contribute £1 to charity to vote for the car of their choice. He will calculate the winner in time for the presentation at 4:50pm. Stanlake Wines have donated two bottles of sparkling wine for the winner.
12. **Gift of thanks** – Mr M Bray will purchase a suitable gift for Ellie – Barnes Fitness.
13. **Mayor and Mayoress visit at 2:30pm** – Mr M Bray will welcome the Mayor and Mayoress.
14. **Car Parking – Lions to cover 12:30-15:30** - noted.
15. **Passes for stall holders / helpers / councillors / classic cars** – car parking passes will be waiting for those that have registered. All others will have to pay the £3 entry free.

16. **Football Tournament – Twyford Comets** – registrations will be taken from 1pm.
17. **Facebook advertising –advertising campaign** three adverts have been taken out and remain within the budget of £200.
18. **Stall update** -stall holders have been provided with a set of instructions including the request for them to be plastic free. They must have public liability insurance – stalls without may be covered by the Council's public liability insurance if they are covered under the TPC risk assessment.
19. **Costings update – circulated 13.08.19** Noted.
20. **Schedule – circulated 13.08.19** Noted.
21. **Allocation of responsibilities / jobs / security jobs – circulated 13.08.19** Noted.
22. **To agree the date for the 2020 Twyford Village Fete** date agreed to be 22<sup>nd</sup> August 2020.
23. **Date of next meeting (mop up and to elect 2020 Chairman and Vice-Chairman) – 7pm 24th September**  
None.

Meeting closed at 19:45