

Twyford Parish Council Minutes of the Twyford Village Fete Committee

Meeting held on Wednesday 13th July 2022 at Loddon Hall, Twyford, RG10 9JA at 7.45 pm.

Present: Mr M Bray (Chairman), Mr M Alder, Mrs A Evans & Mrs S Wisdom.

Clerk in attendance: Mrs L Moffatt.

1. **Public Questions** – none.
2. **Apologies** – none.
3. **Declaration of interest in items on the agenda** – none.
4. **Minutes dated 24th May 2022** Minutes dated 24th May 2022 Proposed by Mr M Alder as a true and accurate record, seconded Mrs S Wisdom, carried unanimously.
5. **Report from clerk on bookings:**
The clerk reported on bookings as follows:

Band	Bullfrogs confirmed 25.07.22
Band trailer	Emails send 16/3 & 18/5
Barnes Fitness	Unavailable
Bouncy Castle plus insurance	Confirmed 19.05.22
Car Park	Henley Lions confirmed 10.3.22
Castle Royle	Email 17/5 & subsequent phone call - waiting to hear
Classic Cars	Save the date email sent 24.02.22 Flyer sent 13.07.22
Crowd barriers	
Dog Show	DBAC confirmed 25.02.22 Rosettes ordered 13.07.22
Enchanted Characters	Confirmed 16.5.22
First Aid	Confirmed 24.05.22
Flyer	Circulated with RG10 Circulated to local schools and playgroups 13.07.22
Foam and Hoverboards	
Food	Sonning Scouts have confirmed Franca's Ice cream van confirmed
Football tournament	Email 24/5
Hay bales	Riverways confirmed
Master of Ceremonies	Confirmed 22.03.22
Marquees	Loddon Scouts confirmed 28.02.22 Twyford Scouts confirmed 1.03.22
Millers Ark Farm	Confirmed 7.4.22
Porta loos	Confirmed 18.05.22
Running race line marking	
Security, radio & PA	Confirmed 19.05.22
Street entertainment	Email 24/5
VIP to open the fete	

List of outstanding actions:
Chase stall holder fees
Confirm layout
Risk Assessment
Send the risk assessment to the Temporary Event License team
Music licence
Confirm classic car numbers
Food stalls to compliment BBQ
Follow up with band trailer
Order crowd barriers
Line marking (race track)
Waste management
Banners to go up w/c 25th July
Copies of public liability required from food stalls
Information sheet to go out to stall holders
Field to be marked up w/c 15 th August
Payment of staff for working
Double check payment of invoices for activities
Order toilet signage
Order T shirts
Order hoverboard activity & generator

6. Report from the clerk on stall bookings

52 stall holders have registered and stall booking fees are slowly coming in.

An email to local organisations offering a stall was sent on 13.07.22.

The clerk suggested closing stall bookings except to local organisations at the beginning of August.

Clerk to put a plea on the Twyford Berkshire Facebook page for food stalls in order to provide a range of options. Also suggested that the Waggon and Horses or La Fontana might help with catering.

7. Report from clerk on costings

The report on costings was circulated. Costings are on target and within the agreed budget.

Clerk to order toilet signs.

Tee shirt orders to be made.

8. To agree any further bookings – no items.

9. Classic Car Show (MA)

Email and flyer circulated 13.07.22

10. Football Tournament – Twyford Comets chased 13.07.22

11. Sporting events – confirmation awaiting from Castle Royle as to whether they will run the races. Mr M Alder agreed to liaise and will drop some leaflets into Hayley at Castle Royle. Mrs Evans suggested approaching children's holiday clubs to run children's activities.

12. Councillors helping on the day – Mrs E Ashley, Mr M Bray, Mr M Alder, Mrs A Evans & Mrs S Wisdom. A reminder has been sent to the remaining councillors.

13. Schedule for the day - a draft schedule was circulated.

14. Date of next meeting – 16th August 2022 at Stanlake Pavilion.

Meeting closed at 20:40