

Twyford Parish Council
Twyford Village Fete Committee Agenda

A meeting of the Committee will be held at 7:45 pm on Monday 31st October 2022 at
Twyford Room, Loddon Hall, RG10 9JA.

1. **Public Questions**
2. **Apologies**
3. **Election of Chairman [MB / MA have put themselves forward under the election protocol. Other nominations can be made on the evening]**
4. **Election of Vice Chairman [MB / MA have put themselves forward under the election protocol. Other nominations can be made on the evening]**
5. **Declaration of interest in items on the agenda**
6. **To approve minutes dated 16th August 2022**
7. **Matters arising**
 - 7.1 Additional medic £180 [note: to replace one usually provided by WBC]
 - 7.2 Event Insurance £608.20 [note: existing insurers not willing to provide cover for the whole event as attendance numbers were likely to exceed 1,000]
 - 7.3 Positive feedback – to note
 - 7.4 Classic car prizes – donated by Stanlake Park (to note)
8. **A review of the 2022 Fete – feedback / comments on the following:**
 - 8.1 Advertising / pre & post press releases / banners / schools / T shirts / Flyers / branding
 - 8.2 Opening / VIP's
 - 8.3 Layout – to include size allocated for stalls
 - 8.4 Schedule of events
 - 8.5 Master of ceremonies
 - 8.6 Variety of stalls / Suggestion to number the stalls / WBC involvement
 - 8.7 Entertainment – band / Steve Colley
 - 8.8 Childrens activities
 - Free activities – Zorbs / hoverboards / Punch and Judy / Circus Skills / inflatables / petting farm /stilt walker / bubbleologist
 - Chargeable activities – inflatables / teacup ride / bungee trampolines
 - 8.9 Sporting activities – children's races and tug of war
 - 8.10 Classic Car show
 - 8.11 Dog show
 - 8.12 Food – water fountain
 - 8.13 Marquees / seating
 - 8.14 Car park - Lions
 - 8.15 Stewards / gate marshalls
 - 8.16 Walkie talkies / microphones
 - 8.17 First Aid
 - 8.18 Signs
 - 8.19 Toilets – suggestion for baby changing facilities
 - 8.20 Waste
 - 8.21 Website - pdf map and timetable that people can download from the website
 - 8.22 Post event tidy up
 - 8.23 Any changes to make in the organisation / planning / event management
 - 8.24 To reflect on the timing of the event (1-5pm)
9. **To review costings and funds raised for charity.**
10. **To make a recommendation as to which charity the car park funds should be donated to.**
11. **Agenda items for the next meeting:**
 - 11.1 Ideas / entertainment / budget for 2023
 - 11.2 Suggestion of more tables and chairs
 - 11.3 Horticultural Tent

Twyford Village Fete – 20th August 2022

- 11.4 To consider making no charge for community stalls and whether to charge the Sonning Scouts in future
- 11.5 To consider contactless payments
- 11.6 To consider talking with Swallowfield / Hurst / Woodley about how the fete could become self funding
- 11.7 To consider promoting sponsorship options
- 11.8 Using the website
 - stallholder forms & payments
 - classic car forms and payments
 - stallholder & classic car terms and conditions
 - publish layout & schedule
- 12. **Date of next meeting** - date to be arranged.