



2018 FESTIVAL PLANNING - MEETING MINUTES

8 pm on 6th March 2018 at the Blythe Hill Tavern

In Attendance

Ellie, Marcel, Nicolas, Graeme, Madeleine, Jim, Fran, Helen, Lulie, Suzanne

Welcome

Ellie welcomed everybody to the meeting and we shared cake!

Agenda

Festival Schedule and Tasks

Using the existing draft Festival Schedule as a guide – Ellie ran through key tasks identifying those who have already agreed to cover certain areas and tasks and calling for support elsewhere as needed.

Further to last weeks Friends Meeting – Glendale have confirmed they are happy with the revised date and the following key availabilities are now confirmed for Sunday 1st July; Police Cadets, Craft Beer Cab Company, Stage Hire,

Music Applications: have been opened – deadline for entries is Sunday 18th March. Call out has been issued on social media and all have been asked to share it. No indication as yet from Josh as to how many applications received so far. We need 6 or 7. Once applications are in Josh will invite those interested to come along and help decide who should perform. (No date confirmed as yet for this).

ER confirmed that DJ Nicki Beatnik has confirmed she is willing and able to also do a set on the day.

ACTION: Josh to confirm date to decide on bands

Stalls: Leo has been in touch with previous stall holders with a save the date message. Fiona will be taking this over this year. It was agreed that we would update the existing stall holder pack with strict guidelines re winding down time on the day and also to include further details re potential raffle donations and social media mentions as well.

Raffle and Supporters: SMcD agreed to take on the sourcing of raffle prizes donations and potential supporters again this year and confirmed that the (soon to open) Moon Lane Bookshop had already expressed interest in being involved in the Festival.

Re the raffle - It was noted that last year on the day – people were happy just to donate – support the good feeling on the day. Suzanne also confirmed numerous prizes went uncollected despite chasing post the event.

ACTION: Suzanne to revisit list of last years supporters / local businesses and secure supporters by end of April. * Lulie also expressed interest in assisting on this front.

Raffle Draw: Nicholas suggested he could get the date in Vicky Foxcroft's diary as she has drawn the raffle in previous years and also asked who would open the show. We agreed to park this for the time being as there is still time to decide.

ACTION: All to think about who should open the event / draw the raffle.

Woodland Stage: Fran volunteered to research and co-ordinate potential activities for the Woodland Stage. Ellie suggested an act with a Dinosaur (person in a suit) and Keeper as a starter.

Kids Tent: Fran also offered some support for this area – but stressed concerns about over-committing. So we still need a volunteer to co-ordinate these activities. We had Badge, Kite, Hoola Hoop and Bee House making activities last year.

ACTION: We still have the badge making equipment but will need more badge components.

ACTION: Confirm a Kids Tent co-ordinator

Facepainting - Zoe and the Facemakers were suggested and Fran agreed to contact them to see if they are available on the day.

ACTION: Ellie to pass on relevant contact details.

General call out for Stall Holders: Ellie confirmed that we have around 50-60 stalls including food. In terms of licensing we are only permitted one Beer/alcohol seller and it was noted that service took a long time last year. Craft Beer Cab Company themselves noted this and have already confirmed they would like to bring more staff and stock etc this year to address this. In addition to the Friends Tent sales of Cake and the Friends BBQ – there were 7 food stalls at last year's event.

ACTION: Suzanne will promote the call out on social media (See below re design elements)

ACTION: Fiona & stalls team to revisit Stall holder pack details and co-ordinate stall bookings.

ACTION: Fiona to call a Stalls team meeting

Cake Sale: It was confirmed that all cakes for sale in the Friends tent are donated – a callout for bakers is made prior to the event and also people have traditionally turned up with donations on the day. We had less cakes last year than before so would try to gee up more support this year to ensure there are enough. **Suggestion was also made to be less generous in our portion sizes if cake levels were as low as last year.**

Marcel and others suggested there was a need for tea in the Friends tent as this added to potential revenue for the Friends and was an easy up-sell on the day. All present agreed. We would need additional tables, generator and an urn etc (see Jim's comments below).

Hunters Boards: These boards exist from last year and just need the date revised. Hunters have them in storage. We need to coordinate coverage for the placement of the Hunters boards, ideally sourcing more on Stanstead Rd for example.

ACTION: Jo to create revised date stickers for the boards this year.

ACTION: Ellie will speak with Hunters to confirm and finalise details for their support / raffle offering etc.

ACTION: Mads agreed to co-ordinate the callout for houses to host their Estate Agent Boards to promote the vent.

Friends Tent and Merchandise: Mads volunteered to manage these again this year and confirmed we wouldn't need to buy further merchandise as we still have enough left over from last year.

Infrastructure:

Head Steward: We didn't really discuss this as various people have stepped up to co-ordinate different logistical things – but we should add Head Steward role on the day to the next agenda

ACTION: Suzanne to add this to next Festival meeting Agenda

Licensing: Marcel agreed to take on the licensing arrangements.

ACTION: Marcel to update license status/costs at next meeting.

Tables / Urn: Jim advised that we could collect tables etc from Ackroyd Centre on the Sunday morning and return them on the same day. Although we would definitely have enough for the Kids Tent - he confirmed there wouldn't be as many available* this year, so we would need to bridge the shortfall and hire some from Hallmark along with an Urn to offer Tea in the friends tent. (15 used last year – only 13 available now).

ACTION: Jim to confirm final requirements closer to the time and hire

Haybales: Jim confirmed we could get extra haybales – transport would be the only issue. Tamara had previously offered use of her van to collect them, Jim is hoping to see it to confirm how many we can fit in

it. The suggestion was made to secure extra bales (10) to create a temporary wading pool as seen by several present at Beckenham. Essentially the bales map out a tiered area which is then lined with a tarpaulin and filled with water for kids to play in. At the Beckenham event signs were clearly posted advising parents that children were to be supervised by them.

Jim confirmed that if we need more than 30 we would need either a bigger van or to make 2 trips.

ACTION: Ellie to contact Tamara re use of the van offer and arrange a viewing if possible

ACTION: decision to be taken re creating the wading pool

After the event – Jim confirmed that Sedgehill Allotments usually take around 25 of them, it was also suggested that he ask Svea if the Blythe Hill Allotments would like any.

ACTION: Jim to contact Svea re Blythe Hill allotments

Generator: Previously this has been hired from Glendale and proved expensive. **TBC:** Tamara also suggested she had one of these available for use on the day.

Toilets: Marcel confirmed he was coordinating this and would book an additional one which we forgot to request last year.

ACTION: Marcel to confirm arrangements and costs at next meeting.

Safety: Based on several instances of children going missing last year (all were found!) it was suggested post the 2017 festival that we introduce a wrist band for parents to write their telephone numbers on. That way any lone children could be reunited with parents all the sooner. The logistics of this was discussed and it was suggested we have bands available at each of the park entrances as well as on hand in the Friends and Kinds Tents. Lulie suggested she had a contact for such arm/wrist bands.

ACTION: Lulie to research cost / potential supplier

Friends Tent Banner: Graeme suggested this needs to be higher so it is more obvious where the Friend's Tent is. Given the crowds on the day, unless you knew already or were right beside it, you couldn't see the banner.

History Talks on the Day: Nicholas asked for some support during these as last year a couple of men monopolised the boards and made it difficult for others to engage. It was suggested that we move the boards outside of the Friends Tent to accommodate for more viewing space and also to allow room for tables etc). If this was the case we might also require a portable microphone for Nicholas to be heard.

ACTION: We agreed to park this for now and finalise closer to the day.

Design elements: We will need to provide 2018 date stickers to Hunters for the Sign Boards and update or replace the banner used last year. Posters etc would also need to be revised.

ACTION: A review of design elements so Jo can update / create as needed. Ellie?

ACTION: Suzanne to provide a list of visual elements required for social media to Jo/Graeme

WhatsApp:

ACTION: Suzanne agreed to add newcomers to the existing WhatsApp group.

Bins: Post meeting – James has emailed to confirm he can place the order as follows unless there are any other suggestions:

10+240litres recycling bins

10+180litres refuse bins (provided free of charge) these were placed around the site and emptied as required.

We then had 3 x 1100 domestic waste bins and 3 x 1280 recycling waste bins which were based adjacent to the BH Lane entrance.

First Aiders: Post meeting James has provided a quote for this – £10 increase on last year with operational hours from 10-6pm. This will cover any potential mishap during setup and take down.

Fundraising Goals: Last year the objective was Fundraising for the Playground. We need to decide on what our goals will be for this years Festival. (Last years the choices were: Mosaic, Playground and Signage.

ACTION: ALL – to suggest funding goals for this years Festival for next general Friends Meeting

ACTION: Suzanne to prepare a general update on where we are with Playground improvements

Additional Actions:

ACTION: ALL = Ellie asked that everyone who has agreed to be involved liaise with their respective teams and meet as necessary to discuss what is needed in advance of the next meeting.

ACTION ALL: After a brief discussion we agreed that 12-5 may not be appropriate for a Sunday and the timings on the day will be reviewed by the festival organising group.

NB: As always – no expenditure is to be made without prior approval from the Friends Executive Committee.

NEXT MEETING: Tuesday April 17th – Blythe Hill Tavern, 8pm