



Meeting Minutes

Minutes of an Open Meeting of the Coldridge Fete & Vintage Rally, Flower Festival & Dog Show held on Wednesday 15th November 2023 at 7:30 p.m. at Coldridge Village Hall

	Discussion & Decisions	Action
Present:	<p>Marion Born (finance), Margaret Burrows (entertainment and catering), Sally Cooke (commercial and village stalls), Wendy Harmsworth (vintage), Lisa Kendall (secretary), Nick Kendall (field) and Ivan Kriznik (Chairman, sponsorship, and advertising)</p> <p>Paul Anderson, Phil and Dee Bridges, Malcolm Bedford, Erika Holden, Beryl Meier, John and Helen Smith, Rachel Arnold, Chris and Pat Allard, Keyth and Sara Richardson, Celia Beale, Suzanne Taylor, Alan and Lyn Gould, Josh Jewsbury, Trevor and Andrea Mackown, Geoff Fenton</p>	
1. Apologies:	Chris Burrows, Andrew Tremlett, Suzanne and Carolyn Born	
2. Overview of the 2024 fete so far (IK)	Ivan welcomed everyone to the meeting. He said that despite the weather the 2022 fete had been the most financially successful fete so far, and generally feedback had been good. He said that the plan for the 2024 fete was not to get bigger, but to get better. The committee are hoping to make it an affordable, fun, safe day out for families, and an improved experience for the volunteers. Volunteers are needed in all areas, and he urged everyone to sign up to help if they had not already done so.	
3. Fete committee members updates.		
3.1. Lisa Kendall (Secretary)	<p>LK reported that Over and Above Outside Events were chosen following a tendering process based on a specification agreed by the Committee. To cover the whole site would have cost more than £12K, so it was decided to limit the PA to the main ring and surrounding area.</p> <p>Over and Above are volunteers who support Northern Devon NHS Trust. They only ask for a donation towards the NHS Trust in payment for their services.</p> <p>The Dog Show judge will be Sara Thurgood from Lapford Dog Club, and the chief steward will be Leanne Ridge, supported by Keeley McHugh. Two more stewards are needed. There will be rosettes to 6th place, and prizes to 3rd place.</p> <p>First Aid will be provided by St Johns Ambulance, and there will be a Scarecrow Competition again. The Fete commentator will be David Grunsell.</p>	
3.2. Margaret Burrows (Entertainment and catering)	<p>Entertainment</p> <p>The following entertainment has been booked: Rob Pudner – Children’s entertainer Exeter Street Band</p>	

	<p>Eggesford Foxhounds Bouncy Castle North Devon Hawks Jonny Monument and Josh Jewsbury will be playing in the food marquee.</p> <p>There will also be a penalty shoot out in the main ring.</p> <p>Catering There will be a large marquee that will house the BBQ, refreshments, bar, and ice-creams. There will be a large area in the tent for seating and a stage for the musicians. There will be an open mic session in the marquee after the fete closes.</p>	
3.3. Nick Kendall (Field)	<p>NK explained that we are planning a pedestrian gate which will be away from the cars, to make it easier and safer for pedestrians. Wristbands will be given to the public to show they have paid. This will also make it easier to count footfall. A draft of the site plan was available to view at the meeting.</p>	
3.4. Sally Cooke (Commercial and village stalls)	<p>A request to 'save the date' has gone out to previous stallholders. More exhibits are needed for the craft tent. Volunteers are needed to run the village stalls and competitions.</p>	
3.5. Wendy Harmsworth (Vintage)	<p>Wendy is running the vintage rally this time with support from Paul Stanbury. Previous exhibitors have been contacted to 'save the date'. Wendy asked for the information about the rally to be passed on to any potential new exhibitors.</p>	
3.6. Marion Born (Finance)	<p>Marion is currently keeping a log of any potential spend.</p> <p>IK reported that the Village Hall Committee have agreed to some fundraising events to help pay for some of the pre-fete expenses. A similar thing is done by Winkleigh Fair.</p>	
3.7. Ivan Kriznik (Sponsorship and publicity)	<p>IK is starting to identify potential sponsors. North Park Vets will be sponsoring the Dog Show again. He is also working on the advertisers for the programme.</p> <p>The Grand Prize Draw will change this year. It will be run under a small society lottery license, which allows preprinted tickets to be sold prior to the fete. The first three prizes will be cash. Two thousand tickets will be printed.</p>	
5. Open discussion	<p>KR asked if 2,000 Grand Prize Tickets were enough. IK thanked him for his optimism and advised that more tickets can be printed if we think we can sell them. SR said that programmes had run out in the past, can we print more? IK advised that we did just about have enough last time, he is budgeting for 250. JJ said Inky Little Fingers were a good online printers.</p>	

	<p>JJ asked if the PA company were providing sound in the tent. LK advised him that they were not. JJ offered to provide a PA for the tent if needed, and to run the open mic session in the evening. The committee thanked him for his offer and said they would be in touch.</p> <p>RA asked if the musical entertainment had capacity for Coplestone Community Choir. LK advised that the main ring events were now complete, but there maybe space in the music tent. LK will contact RA to discuss.</p> <p>PAn asked if advertising space was being used around the ring. IK said that it would be.</p> <p>BM asked if the toilets were going to be increased around the field to reduce the pressure on the village hall toilets. She felt there was not enough last time. MBu said that an additional disabled toilet in the field was being considered.</p> <p>PA said that someone needed to be identified to check all toilets during the fete. IK said a 'toilet monitor' would be appointed.</p> <p>TM asked if someone was going to provide security for the evening open mic session. IK said that this would not be necessary as it is not an advertised part of the fete, it is for volunteers only.</p> <p>SR asked about licensing for the evening event. IK said this would be arranged nearer the time and would be appropriate for the length of the event.</p> <p>IK said that the alpacas would be on the field again. Ian will need help bringing them up.</p> <p>MB said he thought the rubbish clearance needed better arrangement this time. MBu explained that large dumpy bags with clear signage would be used.</p> <p>MBu advised that half pint reusable plastic glasses will be bought as well as the pint glasses.</p> <p>JJ suggested a scheme where a mug for tea/coffee is bought for the day and then refills are free.</p> <p>PA asked if we could do a 'Guess the weight of the sheep' competition. IK said we will do 'Guess the weight of the alpaca' again.</p>	<p>LK</p> <p>LK</p> <p>MBu</p>
<p>Date of Next Meeting:</p>	<p>IK advised that the next open meeting for the Coldridge Village Fete is planned for April/May 2024</p>	