



**Minutes of 4<sup>th</sup> 2017 FSF Committee Meeting held 18<sup>th</sup> January 2017**

**Attending:**

Stan Broomfield	(Chairman)	<b>SB</b>
Martin Calver	(Treasurer)	<b>MC</b>
Iain Savage		<b>IS</b>
Adrian Dowding		<b>AD</b>
Paul Hammond	(Secretary)	<b>PH</b>
Stephen Walker	(VP)	<b>SW</b>
Foster Herd		<b>FH</b>
Kevin Graves		<b>KG</b>

**Apologies**

Karl Jung		<b>KJ</b>
Dennis Wilson		<b>DW</b>
Trevor Halski		<b>TH</b>
Chris Dennis		<b>CD</b>
John Oram		<b>JO</b>

This meeting is the fourth of the 2017 Fordingbridge Summer Festival.  
Held at Kevin's home.

**Previous Meeting Minutes:** Agreed

**Chairman's Opening Comments:**

Dennis Wilson has tendered apologies for the next meeting in February. The committee accepted these and keep in touch over that period for updates.

Martin and Adrian met with Stan to discuss the Marquee and reached agreement to go ahead and the dimensions are to be 190ft by 30ft.

The funding of the Marquee will include sale of pitches, which is going well, Sponsorship from Fords and Connocks.

It has been suggested that there would be an undercover food hall.

In conversation with Gaynor Hammond it was suggested that Cuckoo Fair applicants who could not get a stall should be referred to the FSF.

Also included in the Marquee users would be a Young Peoples Bake Off with the agreement of Liz Connock. This is to be arranged by Sue Dowding, xxxx Shering and Gaynor Hammond. Iain Savage is to act as the liaison point with the ladies.

The Hampshire Antique Fair organiser has not responded to the invitation hold an antiques section in the Marquee

The rotary tent is to be located adjacent to the middle section of the Marquee to improve its visibility to the passing visitors.

Checklist is required for the power requirement from stall holders which should be compiled from the information provided on the web and proforma. (Ongoing) PH

### **Secretary**

**Power Supplies** - Stan spoke to the Mayor about putting a 20-amp outlet on the machine store, this was upgraded to a 30-amp at this meeting. Stan suggested that we follow this up with a letter to the Mayor.

(Ongoing). SB & PH

An email has been received from the Town Clerk confirming the FSF date is in the dairy.

### **Treasurer.**

£700 so far received.

Around £7,000 will need to be banked at Ringwood so arrangements will need to be made to move the money with adequate security.

### **Showground**

The Night watchman is booked, (One night only 14th July) - fee to be agreed. (O/S) SB

The size of the Marquee has now been agreed as 190 by 30. Adrian to place order. AD

### **Sponsorship**

It was suggested that we approach Robert Wilson of Pentons Motors (Churchill Trading Estate) for support.

(In hand) AD

**NFWM**, Adam Johnson is on board with values of £500 mooted, we are hoping for £750 and we will provide a pitch for their Hospitality/Publicity tent. Discussions continue. SB

**Connocks** Liz Connock has agreed to £1,000.

**Sandyballs** Sandy Balls will not sponsor currently due to being under new management

**Fordingbridge Day Nursery** Adrian is to contact them.  
**AD**

**Edwards** The position is not yet clear. Ian to confirm.  
**IS**

**Elliotts** to be contacted for games sacks etc and stand  
**SB**

## **Publicity and Marketing**

**The website** needs to be reviewed and updated. Particularly the forms for application. **CD**

Any changes need to be notified to Chris.  
**ALL**

**Forest FM** is to be contacted informed of FSF status.  
(In hand) **SB**

**Spire FM** is on board

**Radio Solent** to be approached.  
**KG**

**Horticultural Society** - have been removed from publicity and website with appropriate changes made to documents.

**Kevin** has enrolled us with some publications and websites which offer publicity.

**The Telegraph** has a strap line on its website gardening page advertising upcoming events. Kevin is to look into this.  
**KG**

**Breamore Parish Magazine** has been contacted by Kevin.

**Facebook** - We need to understand how we can use Facebook to help promote the FSF.  
**PH**

**Sandyballs** - Adrian, Iain and Stan are to meet to discuss the approach to Sandyballs with respect to a marketing package and publicity arrangement.  
**SB / IS / AD**

## **Traders**

All traders from past year have been contacted. So far 5 committed (inc. 2 in marquee). There are two potentials.  
**DW**

## **Charity**

8 have been booked so far.

## **Crafts**

Most of the crafts are now on board.

## **Attractions**

**Dressage Display** Stan has this in hand with the coach who will provide a rider and commentator. Stan and Adrian to meet Dressage folk again soon.

**SB**

**Classic Cars** - 28 are coming from the 3 Counties Car Club.

**Static Steam Engines** - will be coming again this year. There may be some mobile engines as well.

**Dog Show** We should hear within a week.

**AD**

**Farm animals** Gary Sheen has been asked to display his farm animals at the show. **SB**

**Archery** John has met with the Archery on Site, and agreed they will be attending 2017.

**JO**

**Ringwood Pipe Band** on Hold at present.

## **Arena Events**

**The children's sack race** has been dropped due to a full arena programme

**Chitty Chitty Bang Bang** has been booked by Stan @ £275. This will be an arena event. The participants are dressed in contemporaneous clothes whilst performing a routine with the 'vehicle'.

**SB**

## **Children's Entertainments:**

**Tractor pull.** John to contact.

**JO**

**Trigger the Train.** Foster has contacted, await feedback.

**FH**

**Reptiles** again. Foster has contacted, await feedback.

**FH**

**Jake the trick cyclist.** Booked £320 cost.

**AD**

**Punch and Judy.** Foster has contacted, await feedback.

**FH**

**Face painting & Bouncy Castle.** Donation made to FSF.

**AD**

**Bungee Jump and Tea Cup Rides** - 20% donation

**JO**

**Fun Dog Show** to be organised through Adam Johnson

### **Catering**

Catering is very much paid up with more applying, but these will be put on a reserve list.

HCC Tea Tent, there is no Helen Shutler this year, she has arranged another person to oversee.

Stan is working on the Fish & Chip man.

**SB**

Stan to confirm the Stone Baked Pizza Van.

**SB**

### **Fete Games**

Games to be organised by the scouts. Pat to be asked to Liaise.

**PH**

### **Bands / Music**

**Downton Band** to be included. Fee agreed same as 2016 £350

**KJ**

**Crestwood College Steel Band** are popular and will be asked back - fee of £675.

**AD**

**Mike Ireland** - To be booked.

**KJ**

**Millstream** - are still on hold

### **Corporate Duck Race.**

A final meeting in December at Karl's will agree the Corporate Duck Race detail, as listed.

**DRCom**

- Kevin is to produce a contact companies list.
- The package cost is to be £25 inclusive of 2 tickets and Banner display in Field
- A marketing brief is to be produced.
- Sandy Balls will sponsor the prizes Agreed £150 funds

**SW**

**Tickets** - Sales are to commence in May 2017.

- Adrian is to produce 2500 tickets.

**AD**

- Andrew Quick and Steve Russell are to be asked about the Duck release

**KG**

- The sales table is to be updated.

**KG**

- Proposal that we approach Ringwood Rotary Club about sales of tickets in Ringwood.

**FSF Committee** agreed that a name change was necessary for the above ticket promotion, 'Business Duck Tickets' suggested. Avoiding confusion with any other Club Activity.

### **AOB**

Terry Scrivens, commentator, to be contacted by Foster.

**FH**

Activities and displays need to be finalised quickly so that Adrian can complete the plans and schedules and thereby develop the brochures in good time.

**ALL**

Stan is to advise Stephen of the Presidential duties on the day.

**SB**

### **Future Meetings 2017**

Wed 1<sup>st</sup> March - Adrian's.

Wed 29<sup>th</sup> March - Martin's

Meeting closed at 20:55