

**Minutes of the committee meeting held at
The Brookfield Hotel, Havant Road, and Emsworth
on 11th June, 2007 at 6.00pm.**



Present:

Lulu Bowerman in the Chair
John Groom
Mary Coburn
Amanda Fallbrown
Anne Gains
David Linington
Tony Maden
Peter Mead
Linda Newell
Richard Owen
Richard Taylor

- 1) Apologies were received from Chris Lunn, Pete McIntyre, Becky Gibson, Carol Common, Anna Bevis, Mike Hodan
- 2) The minutes of the meeting having been distributed they were signed, after alteration to item about park and ride. The Park and ride will be provided for local people on Thursday 13th September, not Friday as minuted.
- 3) Matters Arising
 - i) There is a correction on the charge for the car park. Now HBC have agreed for us to use Palmers Rd car park on Thursday the cost has gone from £650 to £1000.
 - ii) There was concern about the number of stalls. John commented that the number of stalls would not exceed last years, but some were double stalls and some brought their own equipment, so there can be some confusion with comparisons. All exhibitors must complete application forms so we know to allocate a pitch to them even if they don't need a gazebo.
- 4) Treasurer's Report
 - i) Becky is chasing the accounts with Andy Chapman and we need to have a directors' meeting after we have received them. The AGM can be held after that.
- 5) Chairman's Notes
 - i) The risk assessments have gone to Jeff Crate and we are waiting to hear from him. Selstar have their own risk assessment for the fireworks, and we need a copy to be incorporated into our master file. Rangemaster will also let us have a copy of theirs as well.
 - ii) The first draft of the Service Level Agreement has gone in, and Lulu will have a meeting with Freda Devonshire to discuss this.
 - iii) The retailers' meeting went well and congratulations to Mary and Becky for their hard work.

- iv) Lulu has done a stock check of all the merchandise and goods held. She has a list, and we now need to reconcile this to establish the cost of these.
- v) We need to get contacts for supplies of T-shirts for volunteers, and also vis-vests with the EFF logo. They need to be signed in and out, so that we can keep track of them.
- vi) The traffic management meeting has been held, and the decision about traffic lights instead of police at the Park and Ride is virtually made. We have had a quote for £2,300. This is £1,000 less than the police presence and HBC are happy for traffic lights to be used. We need a breakdown of policing costs, with information on regular police and specials. Richard O. has already obtained the services of 3 specials on Friday, 4 on Saturday and 4 on Sunday.
- vii) Carnard Duchene have agreed to be sponsors again, and provide champagne for the launch, the reception and also the window display. They are also looking at providing champagne fizzlers at the Fireworks.
- viii) The ale marquee is on track. Stumpy is organising it with some of the local brewers taking it in turns to talk about the beer, give advice. We can decorate area with hops etc. Admission will be £3.50 to include a glass and 6 tokens for tastings. Lulu to have a meeting with Pete Mc to chase Fullers for sponsorship
- ix) Launch is next Monday (18th) with all committee members available from 6.30pm. The presentation will include Rangemaster, Fullers, Canard Duchene and Waitrose. The guests arrive at 7.00pm with drinks. Presentation at 7.45 and be over by 8.30pm. Amanda F. will look into labels for guests. They will be stick on, but should be fabric and pre printed.

6) Eco-Matters

- i) Anna unable to attend so not report.
- ii) Lulu is trying to include drizzle mats on the Service Level Agreement.

7) Stalls

- i) Carol says that it is all O.K.
- ii) There are 16 different countries represented, without too much repetition.
- iii) The O.S. mapping system is being sorted and there will be a final layout map for 15th August.

8) Competitions and Demo Marquee

- i) Anne reported that the Young Chef and Ready Steady Chef heats went very well. The new judge, Bob Brown had a good influence on the events and gave good feedback. Final for Ready, Steady Chef is on Friday 14th and Young Chef is on Saturday, 15th.
- ii) Anne is having discussions with Alistair about the programme in the marquee. Matt Gilchrist, who works with game (a new healthy option) is giving a demonstration.
- iii) They are also working to pair wines with food demonstrations.

- iv) Lesley Waters will be demonstrating on Saturday, and Waitrose are sponsoring her and will also supply food for the demos, books as prizes for the student competitions and “goodie” bags for the audiences at the Leslie Walters Demos.
HBC are sponsoring the Year 10 competition with £100 for them to have a meal in a restaurant. There will also be a “Chef of the Match” for enthusiasm, voted for by the lecturers.
- v) Paul Mansfield, who runs the Year 10 courses, will do some fun workshops at the Festival.
- vi) There will be no banners on the outside of the marquee, apart from the main sponsor, but Waitrose can have some banners inside. They are also looking to display their name in fruit and veg for their demonstrations, just inside the marquee. They will also supply samples of cordial and wine, for small tastings. We need three invoices for Waitrose, because they are sourcing different budgets.
- vii) Anne will be holding a marquee helpers meeting to formalise the staffing, because of fire regulations etc.
- viii) We need to set prices for the demonstrations and wine tastings. Tickets will be on sale at the Brookfield as usual, and possibly Classy Cooks. David L. asked if we could sell by post. Form could be downloaded from website and they sent SAE for tickets to be returned.

10) Printing

- i) Mickey is working on the programme, and it is progressing well.
- ii) The diary is also in hand
- iii) The leaflet proofs were available and a general discussion took place at the end to finalise ideas and photographs.

11) Fireworks

- i) Mike not available to report, but all going well.

12) Sponsorship

- i) Chichester Observer has given £2,000 and are considering printing a reduced price voucher, rather than free park and ride this year.
- ii) The News are in discussion, but as they are not producing the programme this could be difficult. They may give free advertising space.
- iii) Waitrose are sponsoring Lesley Waters.
- iv) Rangemaster are giving a 50% reduction on costs
- v) We are unable to have Kitchen Academy this year because we have no funding for them
- vi) However we have an education area, and Fun food Academy is a local organisation that will run workshops on fun foods for children.
- vii) Havant College have committed £3,000, but Amanda had a meeting and it does not look good. They need another meeting to try to sort things out, but it looked stalled at the moment. Reduced amount is £1,200
- viii) Other companies have been approached and updates will be available.

- ix) Community sponsors are now at £1,800 with another 11 still to pay and several still to be approached.
- x) Lakeside Holiday village on Hayling Island have given, and Tamarind Restaurant are interested.
- xi) There may be so many community sponsors that we may need to do something on Saturday evening in the marquee. This could be for sponsors and stall holders, but it does need to be self-financing.
- xii) Community Sponsors window stickers will soon be available

13) Health & Safety

- i) Chris being absent there is nothing to report.
- ii) Carol is in touch with environmental health in relating to food hygiene etc.

14) Retailers Meeting

- i) Mary reported on a very good retailers meeting, with 22 businesses present. Several were new faces.
- ii) There was concern about the siting of the bus-stop but it was understood.
- iii) They had a briefing on progress so far and were generally happy.
- iv) North street are having a Caribbean theme this year.
- v) The programme scheme has 33 committed.
- vi) General discussion as to whether to include the restaurants, because Lesley Spencer had shown interest. It was agreed that all the eating places should be included in a letter, but if they do not reply by the closing date we do not chase them. David volunteered to take them round.

15) Logistics

- i) There are 11 barriers which we borrow from HBC and Richard T. will chase them.
- ii) Highways need to be approached to find out about banners on the barriers at the roundabout.
- iii) Pete said that the barriers were too much for the volunteers last year and he has arranged for Beaver Tools Hire to deliver, place and collect the barriers. This for about £400 which is 60% discount and to include the flatbed lorry and labour. We need to have volunteers on the path to receive the barriers from the lorry and place them correctly. We will be having 150 barriers.
- iv) HBC will provide the barriers for road-blocks with car park signs attached.
- v) The flower towers on The Square will need to be removed because of lack of space, and Lulu will include this in the Service Level Agreement.
- vi) Security is now in place for Palmers Road as well as South Street
- vii) Plans may soon be able to be printed by John
- viii) He has an offer of aerial photos of the food festival. 35/40 images for £220. We will make a decision later.

16) Any Other Business

- i) Tony asked if we were insured against rain. He felt this should be looked into, and will be deferred to a directors meeting.
- ii) Richard O. thought it was possible to put the steel band outside Cabelos as requested by the North Street traders. However, they have a quote for £650.00 and would like the EFF to pay for it. It was felt that more barriers would be needed from the video shop to Manchester Blinds for safety purposes. Mary and Lulu will liaise with Lyn about this. There is also the issue of signage.
- iii) David L needs copy for the website. Both Anne and Amanda said they would send copy of the competitions.
- iv) The copy date for the programme is the end of July.
- v) HBC's Serving You publication had only two lines about the food festival, despite the fact that it is the last one before the festival, and we had been asked to provide copy and photographs for it. We will write to HBC PR department to protest.

The date of the next meeting has been set for 25th June

The Launch is 18th June at 7.00pm at The Brookfield

There being no other business the meeting closed at 8.45pm.

Signed

Dated