

**Minutes of the committee meeting held at
The Brookfield Hotel, Havant Road, and Emsworth
on 25th June, 2007 at 6.00pm.**



Present:

Lulu Bowerman
John Groom in the Chair
Mary Coburn
Carol Common
Amanda Fallbrown
Anne Gains
David Linington
Chris Lunn
Tony Maden
Peter Mead
Richard Owen
Richard Taylor

- 1) Apologies were received from, Pete McIntyre, Becky Gibson,, Mike Hodan
- 2) The minutes of the meeting having been distributed and with some clarification of Waitrose's contribution approved
- 3) Matters Arising – were raised under items below
- 4) Treasurer's Report
 - i) There was no treasurer's report but the accounts, 2006, are nearly ready for collection.
- 5) Eco-Matters
 - i) Anna unable to attend so no report.
- 6) Stalls
 - i) Carol says that it is all O.K.
 - ii) There is an issue re. HBC wanting to contact exhibitors – the relevant officer will attend the next meeting
- 7) Competitions and Demo Marquee
 - i) Anne reported that all was progressing well and that a full schedule would be available shortly.
 - ii) Ticket prices were agreed as follows:

Tutored Wine Tasting	£6.00
Canard Du Chêne	£8.00
Food Demos	£6.00
Leslie Walters	£20.00
Student Competitions	£4.00 (for two hour session)

8) Printing

- I. Leaflets had been printed but on thinner paper. Programmes will be on higher quality paper.
- II. Karen Mac Dougal has offered help re. selling advertising
- III. Advertising rates are £240 page and prorate for half/quarter page.
- IV. Printer can help with art work
- V. Deadline for copy –is 31st July.

9) Chairman's Report

- I. The chairman thanked the committee for attending the launch.
- II. Mark Gilcrest will be demonstrating – Game for Everything.
- III. EFF will be advertised in the CLA Harewood House Game Fair programme.
- IV. Use of traffic lights will result in less policing costs

10) Fireworks

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

11) Sponsorship

- i) Havant College - £1200 for Educ. Zone
- ii) Larcomes - £3,600 for Stage Coach Advertising
- iii) Community Sponsorship now £1900

12) Health & Safety

- i) Chris outlined procedure for producing a whole event document.

13) PR

- i) Photos have been sent to the News & Hants Life
- ii) Food Writers Guild will attend the Festival on Friday.
- iii) Chi. Ob. Will publish a series of articles in the weeks leading up to the Festival.

14) Logistics & related matters

- i) Advertising on barriers will not be allowed by HBC &HCC A259.
- ii) Beaver will drop barriers in position but we will need some additional helpers.
- iii) 60 small cones are needed
- iv) Lulu will speak to Dominic (The railway) re Steel Band in North Street.
- v) Special Constables will not be charged for this year but will be in 2008.
- vi) LJ and RO will be on duty from 7.00am and here will also be officers on duty between 5.00 &7.00pm
- vii) HQ Marquee will cost £800

15) Accommodation – nothing to report

16) Any Other Business

- i) “Village names” need to be decided
- ii) Business parking needs sorting
- iii) Aerial photos will cost £250 –joint copyright we may sell them
- iv) Sourcing additional gazebos is in hand.
- v) Numbers for the champagne reception need to be calculated
- vi) Investigate an “event” for logistics team and volunteers who will not be at the reception.
- vii) A directors meeting needs to be called.
- viii) West Street will be available for disabled parking (severe mobility problems) under police supervision
- ix) Mayors are possibly coming on Friday 14 September
- x) The Gala dinner will not take place.

The date of the next meeting has been set for 9th July

There being no other business the meeting closed at 8.55pm.

Signed

Dated