

**Food, Flower and Garden Festival  
Minutes of the General Meeting on 21<sup>st</sup> August 2017  
Radnorshire Arms Meeting Room**

**Present:** Chair: Leon Abercasis (LA) Eva Venny (EV) Mark Hughes (MH) Dorothy Maguire (DM) Sarah Bond (SB) Suzanne Davies (SD) Helena Ramsay (HR) Alex Ramsay (AR) Malcolm Temple (MT) John Oakenfold (JO)

**Minute taker:** Francesca Sandwell (FS)

**Apologies:** Peter Mace (PM) David Tennant-Eyles (DTE) David Pickersgill (DP) Sabina Rüber (SR)

	Item	Action
1.	<b>Minutes from the last meeting</b>	
	<p>The minutes of the last meeting were approved and actions from the previous meeting were discussed:</p> <p><b>LA to ask the butchers if they will do a butchery demonstration</b></p> <p>LA updated that he had spoken to the butchers and they were not able to do a demonstration so DP will run this event at the Festival.</p> <p><b>LA to speak to Richard Pitts at Powys County Council about a map of Presteigne.</b></p> <p>LA has spoken to Richard and he is working on this</p> <p><b>LA will speak to the electricians who did Presteigne Carnival about providing stalls with electricity from the streetlights.</b></p> <p>LA updated that this was work in progress.</p> <p><b>LA to book the Assembly Rooms and Memorial Hall for 7<sup>th</sup> May 2018 and St Andrews Church Hall for the evening of 6<sup>th</sup> May and day time of 7<sup>th</sup> May 2018.</b></p> <p>LA stated that all the venues had been booked.</p>	
2.	<b>Treasurer's Report</b>	
	<p>LA confirmed that DTE had not sent the Treasurer's report to him. However, it was stressed by LA that we needed to start looking at how much we needed to put on the event and how much more we needed to raise. While the insurance for the event would be covered by Connect's insurance, we needed to ensure that we had enough capital to pay for the outlay.</p>	

3.	<b>Cost of Market Stalls</b>	
	<p>LA updated the meeting that he had conducted research into the market stalls and there were two options.</p> <p>1) Heavy-duty market stalls - either 3m x 2m (£230 for sides or £154 without sides) or 3m x 3m (£235 for sides or £159 without sides) including VAT.</p> <p>2) Extreme market stalls - 3m x 3m (£379) including VAT</p> <p>Anchorage would have to be bought separately.</p> <p>It was agreed that the group should purchase market stalls with sides in case it rained and that 3m x 2m would be the best size for an event on the High Street.</p> <p>HR raised the question of where they would be stored. LA stated that this was yet to be decided and wondered whether MH might be able to store them in his unit. MH stated that it depended on how much space they took up.</p> <p><b>Action:</b> LA to do more investigation into where the stalls could be kept</p>	
4.	<b>Road Closure Cost</b>	
	<p>LA updated the group that the cost of closing the High Street in 2012 was £260 but that the cost in 2018 would be £460. However, LA has talked the Council into charging just £360.</p> <p><b>Action:</b> LA to speak to Powys County Council about providing signs for the street closure</p> <p><b>Action:</b> SD to speak to Powys County Council would be able to promote the event</p> <p><b>Action:</b> LA to speak to Presteigne Town Council and see if they have any money they could invest in the Festival.</p>	<p>LA</p> <p>SD</p> <p>LA</p>
5.	<b>Festival Cash Flow Spreadsheet</b>	
	<p>LA updated that he has started to create a spreadsheet. It was agreed that 2 or 3 people needed to be in control of the spreadsheet and that it should be stored in the cloud</p> <p>EV stated that she was happy to be part of this team.</p>	
6.	<b>High Street Stall Layout</b>	
	<p>LA updated that he had walked along the High Street that day and was of the opinion that they could fit 22 stalls along the right hand side of the street. There was also room for 1</p>	

	<p>outside the charity shop on the left hand side.</p> <p>LA thought that 15 stalls could also be situated on the right hand side of Broad Street, taking in to account that that cars still needed to access this road.</p> <p>It was decided that the group would need to speak to residents about having stalls in front of their homes.</p> <p>AR asked if there was any chance of free parking from the Council.</p> <p>LA stated that the Council did not give free parking for the Christmas market last year, but that we could have free parking if we had an attendant at the Shoppers car park who could pay for people to park.</p> <p>LA suggested that Wents Meadow could be used as a park and ride and that the Festival could offer a transport to and from the High Street.</p> <p><b>Action:</b> LA to ask Powys County Council if we can have a car park for free.</p> <p><b>Action:</b> LA to ask Young Farmers if they could provide a trailer to provide lifts to and from the High Street</p>	<p>LA</p> <p>LA</p>
7.	<p><b>Events and Open Garden Map</b></p>	
	<p>LA updated that he was planning to draw a map of Presteigne freehand.</p> <p>DM stated that the Hospice did a lot of fundraising through open gardens and were good at creating maps and advertising.</p> <p><b>Action:</b> EV to find a map of the High Street to adapt.</p> <p><b>Action:</b> DM to find out if the Hospice could incorporate the Festival's map</p>	<p>EV</p> <p>DM</p>
8.	<p><b>Flyers</b></p>	
	<p>It was agreed that the group would get a quote for 5,000 flyers from Artisan Print.</p> <p>MH suggested using Craven Print and Design</p>	
9.	<p><b>Website</b></p>	
	<p>In DTE's absence it was decided that this item could be discussed at the next meeting.</p> <p>AR offered some of his local photos which could be used for</p>	

	the website.	
<b>10.</b>	<b>Festival and Events Timetable Spreadsheet</b>	
	<p>MT suggested that a parade with people wearing homemade hats and bonnets could be incorporated into the Festival. The local schools could get involved there could also be dancing throughout the day including Morris dancing and a conga.</p> <p>MT also suggested that Ruth Kirkby could curate a food and flower painting exhibition.</p> <p>AR highlighted that the Festival could also host a food and flower photo competition.</p> <p>SD expressed interest in running a storytelling event with food and flower stories for children. SD knows someone who would be interested if the Festival could pay for their transport and make a donation for their time.</p> <p><b>Action:</b> AR to co-ordinate the press for the Festival</p>	<b>AR</b>
<b>11.</b>	<b>AOB</b>	
	<p>SD updated that Bev Baynham had agreed to take part in Ready Steady Cook. It was agreed that the Festival would pay Ian Marchant £50 to compere the event.</p> <p>A wine tasting event to raise money for the festival was discussed. It was agreed it should be held in either October or November and could be held the Hall at St Andrew's. The ticket price would be £20 and this would include 8 wines and food.</p> <p><b>Action:</b> LA and MH to liaise on a date and book the venue</p> <p>LA suggested that another fundraising event could be held at the Memorial Hall in February to raise more money. Another Flamenco night was suggested as it made £1,200 last time.</p>	<b>LA and MH</b>
<b>12.</b>	<b>Next meeting</b>	
	Bryan's Ground on 4 <sup>th</sup> September at 7pm. This meeting would include wine and tapas.	