

## Village Day Committee

**8 June 2010, 19.30hr**

Present Councillors:	A. Waterfield	Chairman
	J. Burgess	
	T. Reason	Arrival 19.40hr
	A. Brewster	Arrival 21.34hr
	S. Bates	
	B. Dawes	
	L. Coates	
	D. Watson	WDPS
	Irene Casper	Deputy Clerk
	Press	0
	Public	0

**1158-10 APOLOGIES AND SUBSTITUTIONS**

Apologies were received and accepted from Councillor N Clements (personal reasons).

**1159-10 QUESTIONS FROM THE PUBLIC**

None.

**1160-10 SPECIFIC DECLARATIONS OF INTEREST**

Cllr. Waterfield is a member of Mid Herts Golf Club (item 5-10 (11))

**Cllr. Reason arrived 19.40hr**

**1161-10 MINUTES**

The Minutes of the meeting held on 16 March 2010 were approved.

**Resolved: To approve the Minutes of the meeting held on 16 March 2010 as a true and fair record, and for these to be signed by the Chairman.**

**1162-10 VILLAGE DAY 2010 WORKING GROUPS REPORTS**

WORKING GROUP MEETING 21 APRIL 2010

The Chairman presented the report from the Working Group meeting.

Members discussed the recommendations.

1. Members thanked Mrs. Bates for making four flags. They are superb.
2. Cllr. Burgess to purchase materials for flag poles.
3. Mr. Titmuss has donated 20 bales of straw.
4. Cllr. Reason to liaise with Matthew of the Wheathampstead Social Club regarding running the bar on the Saturday.
5. The bar to be open to sell alcohol from 7.30pm to 11pm.
6. Cllr. Waterfield to liaise with Mr. Joe from the Thai Restaurant regarding the food for Saturday night.

7. Richard Brett to produce 200 tickets for the Barn Dance.
8. Tickets to be sold from the Parish Office, tickets to be reserved at the Pharmacy and Wheathampstead Club.
9. Everyone, including councillors, to purchase tickets for the Barn Dance.
10. Advertising posters to be sent to schools, local public houses and put on Parish noticeboards.
11. Cllr. Waterfield reported details of Mid Herts Golf Club's proposed event to members and gave the size of plot needed to Cllr. Burgess.

- Recommendation:**
- 1 To note the report**
  - 2 Materials to make flag poles are purchased up to a cost of £30.**
  - 3 Thank you letter to go to Mr. Titmuss for donating 20 bales of straw. Action Clerk.**
  - 4 Cllr. Reason to liaise with Wheathampstead Club re running a bar on the Saturday night.**
  - 5 The bar to be open to sell alcohol from 7.30pm. to 11pm.**
  - 6 Cllr. Waterfield to liaise with Mr. Joe re food.**
  - 7 Richard Brett to make 200 tickets for the Barn Dance. Action Clerk.**
  - 8 Barn Dance tickets to be sold from the Parish Office, tickets may be reserved at the Pharmacy and Wheathampstead Club. Action Clerk and Cllr. Reason.**
  - 9 Advertising posters to be sent to school, public houses, on noticeboards. Action Cllr. Brewster or Clerk.**

#### **1163-10 VILLAGE DAY MISSING CONES**

Five more traffic cones are needed.

- Recommendation To purchase 5 traffic cones at a cost of £4.25 each. Action Clerk.**

#### **1164-10 PLANS FOR SATURDAY & SUNDAY SATURDAY**

Members discussed arrangements for Saturday 10<sup>th</sup>.

Members discussed the arrangements so far. Forms for the Talent Show are in the latest issue of the Pump.

The following recommendations were agreed and this item to be revisited when Cllr. Brewster has arrived.

- Recommendation:**
- 1 Field set up. Cllrs. Waterfield and Burgess and Al.**
  - 2 Van to be collected from St. Albans Van Hire on Friday evening by Cllr. Waterfield.**
  - 3 Table football - not to go ahead this year.**
  - 4 David Singleton to be asked to be in charge of the sound system for the Talent Show and give advice for Barn Dance. Action Clerk**
  - 5 Chairs to be set out for 'Wheathampstead's Got Talent' Show. Action Cllrs. Waterfield & Burgess with David Watson and members of the WDPS.**

#### **BARN DANCE**

Members discussed arrangements for the Barn Dance. Application forms for tickets are in the latest issue of the Pump.

The following recommendations were made.

- Recommendation:**
- 1 200 tickets to be sold at £5 per ticket.**
  - 2 Cllr. Reason has boards that may be used to put advertising posters on – A2 size.**

- 3 **The Dramatic Society to be asked if we can use their advertising boards and where there posters are made. Action Clerk**
- 4 **Main Hall to be rearranged after the talent show. Action Cllrs. Waterfield, Burgess, Reason and Brewster with helpers from WDPS**
- 5 **Julie Bell and Richard Brett to be on the door.**
- 6 **Notices – ‘No alcohol beyond this point’ to be put on doors. Action Cllr. Reason.**
- 7 **Clear up team. Cllrs. Waterfield, Burgess and helpers.**
- 8 **Caretaker to be asked to mop up after Dance or first thing in morning. Action Clerk.**

### **SUNDAY**

Members discussed arrangements for Sunday 11<sup>th</sup>.

The Safety Advisory Officer at SADC will report back to the Clerk this week.

Members then agreed the following recommendations.

- Recommendation:**
- 1 **John Clifton and his helpers will set up/take down as usual.**
  - 2 **Cllr. Waterfield will find 4 helpers for car parking, they will also sell programmes.**
  - 3 **All programmes to be in WPC gazebo where they will be collected from to sell.**
  - 4 **Programmes to be on sale at the Saturday functions.**
  - 5 **The WPC stall to be manned by two people – rota Action Clerk.**
  - 6 **Sweets to be provided for children. Action Clerk to ask Al.**
  - 7 **20 Rosettes to be purchased for floats/fancy dress competition. Action Clerk.**
  - 8 **Two councillors to be in charge of car parking/litter picking at Wheathampstead School. No cars to be parked/left in car park. Action Cllrs. Clark & Page.**
  - 9 **Litterblitzers to be asked what they will be doing at end of event. Action Clerk.**
  - 10 **Mr. Dawes will remove the straw bales on Monday**
  - 11 **If needed Recycling to be put in van and taken to tip when van is returned. Action Cllr. Waterfield.**
  - 12 **Plenty of black sacks to be available. Action Clerk.**
  - 13 **A risk assessment for the installation and removal of bunting has been completed.**
  - 14 **Bunting will be put up on 26<sup>th</sup> June – Action Shirley, Lillian, Brenda (safety lookouts) Norman, David J & David W (bringing ladders) and Cllr. Waterfield.**
  - 15 **The 4 flags will be erected in the High Street/Station Road at The Swan, Master Moves, Post Office and one other site.**
  - 16 **Action Cllr Burgess and David Watson.**
  - 17 **Boards and Banners will be put up on 26<sup>th</sup> June. Action Cllrs. Waterfield, Al, Norman and David.**
  - 18 **Date on boards to be changed. Action Clerk**

- source new vinyl numbers.**
- 19 Posters needed for 'Most Like Your Dog' competition. Action Cllr. Reason. 2 car parking marshalls needed in Memorial Hall car park during morning. Action David & WDPS members.**

**21.34 – John Clifton left the meeting. Cllr. Brewster arrived.**

On Cllr. Brewster's arrival members recapped on recommendations for the Barn Dance and Village Day (Sunday).

Cllr. Brewster then reported on actions so far taken/needed for the 'Wheathampstead's Got Talent' Competition.

The following recommendations were made:

- Recommendation 1 There will be 3 categories in the Talent Competition.**
- 1. Dance**
  - 2. Singing**
  - 3. Entertainment**
- Entrants will be taken in two age groups Over 18's and Under 18's.**
- 2 There will be three judges for the heats. Maxine Crawley and two others to be confirmed. Action Cllr. Brewster.**
- 3 The heats will start at 2pm.**
- 4 8 people per age group will go on to the final at 5pm.**
- 5 Audience to vote in the final. Details to be arranged. Action Cllrs. Brewster & Reason.**
- 6 Top Hat has donated prizes.**
- 7 6 small, 2 large trophies to be purchased up to a cost of £75.**
- 8 Cllr. Reason will be the helper during the Show.**
- 9 A risk assessment is needed for the Saturday. Action Clerk.**
- 10 Press release is to be sent to local newspapers and radio stations. Action Cllr. Brewster**

**1165-10 PROGRAMME – update and advertising**

Cllr. Burgess and Al are producing the programme.

Cllr. Burgess showed members the front page of the programme which featured the new village sign.

Members agreed the following recommendations be made:

- Recommendation: 1 The programme will be ready to take to the printers on Monday 28<sup>th</sup> June.**
- 2 Quotation for printing the programme to be sought. 24 pages - pages 1/2/23/24 in colour rest black & white. Action Clerk.**
- 3 800 programmes to be printed.**

**1166-10 PROGRESS AGAINST VILLAGE PLAN TARGETS - Update**

Progress to date is as per last meeting.

**1167-10 DATE OF NEXT MEETING**

Monday 28<sup>th</sup> June 2010

**The Chairman declared the meeting closed at 22.12h.**

**Dated this            day of                            2010**

**Chairman**