

**Wheathampstead Parish Council
Village Day Working Party
16 June 2011 19.30hr**

Present	Councillors	A Waterfield	Chairman
		A Brewster	
		ND Clements	
		T Reason	
		D Johnston	
		S Bates	
		B Dawes	
		L Coates	
		M Samples	
		K Samples	
		S Johnston	WDPS
		N Whitwood	WEB
		J Clifton	Explorer Scouts
		Rev. King	Churches Together
		I Casper	Deputy Clerk
		Press	0
		Public	1

1964-11 Apologies & Substitutions

Apologies were received and accepted from Councillor J Burgess (Personal) Julie Bell WDPS & Richard Brett and PCSO Jo Merritt.

1965 -11 Questions from the public

Mrs. K. Andrews spoke on behalf of Wheathampstead Lawn Tennis Club.

In the past Wheathampstead Lawn Tennis Club have always provided refreshments at Village Day in the form of a barbecue. The Horticultural Society also provides a barbecue and there is a Hog Roast. This year the Tennis Club wish to change the format to Strawberries and Pimm's. To that end the Club has obtained a small events licence. The police have discussed the stall with Club members and are happy for the Club to have a stall selling alcohol as long as the restrictions imposed are adhered to including:

- Fencing off an area for sale and consumption of alcohol
- No one to leave the area with alcohol
- Use of plastic glasses.

Mrs. Andrews asked members of the Committee if they supported the Tennis Club in having this type of refreshments stall.

Proposal from the Chair, 'this committee is happy with the sale of Strawberries and Pimm's as a concept'. Agreed.

The Chairman thanked Mrs. Andrews for attending the meeting and

informing members of the Tennis Clubs plans.

Recommendation to Council **The concept of Wheathampstead Tennis Club running a Strawberries and Pimm's stall is approved.**

1966 -11 Specific Declarations of Interest

None

1967-11 Minutes

The minutes of the meetings of 9 February 2011 and 3 May 2011 were approved.

Resolved **To confirm the Minutes of the meetings held on 9 February 2011 and 3 May 2011 to be a true and fair account and for these to be signed by the Chairman.**

1968 -11 PLANS FOR SATURDAY & SUNDAY (9th -10th July 2011)

Saturday

The following items were discussed and agreed for recommendation to Council.

Morning – The Field Manager and his team will mark out the Playing Fields during the morning of the 9 July – meet at 9am at the Forge. The tables and chairs will be brought up from the Forge for use at the afternoon Talent Competition and the evening Barn Dance. They will be stored in the Memorial Hall overnight.

Arrangements for the running of a bar on the Saturday and Sunday were discussed. Mr. Samples will be running the bar on both days.

Councillor Johnston and Mr. Samples reported on the successful running of a bar at the recent 'World Comes to Wheathampstead' event and both advised on the siting of the bar and chairs to counteract congestion in the Hewitt Room.

It was agreed, that to alleviate pressure inside the Hall on Saturday the terrace outside the windows of the Hewitt Room is to be included in the temporary events licence.

On Sunday the original plan had been to site a bar area in the south porch. Members discussed moving the site to the area in the Memorial Hall Car Park at the side of the building between the south ramp and the library. Entrance to this area would be from the south porch down the ramp, and straw bales will be used to cordon the area off from the general public. The bar will be indoors by the door at the entrance to the ramp.

Proposed from the Chair, ' We make all efforts to avoid disrupting events in the Hewitt Room for the Churches Together Teas, and if permitted by the police and the local authority, have a bar in an area cordoned off by the area of the library and ramp. Old tables

from the Memorial Hall to be used'. Agreed.

It was agreed that Mr. Samples applies for a temporary events licence to cover both days (Saturday 9th, Sunday 10th July) and include the areas approved by the committee.

More straw bales may be needed. Lillian will enquire if it is possible to have another 10 bales.

A team of people will be needed to arrange the straw bales. Volunteers so far Andrew, Shirley and her husband.

The Veteran Motor Cycles who are usually exhibited in this area will be moved to the west end of the car park by the Parish Office.

Field Layout – Al, Andrew, Norman and David will mark the field out on the Saturday morning. They will meet at the Forge at 9am. Tables and chairs will be delivered to the Memorial Hall. All equipment needed for Saturday and Sunday will be loaded on the van.

Note: Al to confirm availability of a van from St. Albans Van Hire.

Wheathampstead's Got Talent – (afternoon)

Banner – The Deputy Clerk reported back on the cost of a banner to be hung across the rear of the stage during the Talent Competition – wording 'Wheathampstead's Got Talent' in green. Proposed from the Chair, 'We are happy to purchase a digitally printed banner, at a cost of £41.25'. Agreed.

Rosettes – It was agreed that everyone who takes part in the Talent Competition will receive a rosette. It was agreed to purchase 100 small rosettes at £2.15 each (total £215) and 10 large ones.

Decoration of Main Hall – (Sam Collins Room)

Last year the hall had not been decorated for the evening Barn Dance, mainly because of the small time frame between the Talent Competition and the Dance and the amount of help available on the day.

Mr & Mrs Samples have a number of 'fairy lights', they offered their use as decoration of the main hall. The committee were delighted with this kind offer, which they agreed to accept. The Deputy Clerk to check the availability of the main hall the evening of Friday 8th July and liaise with Mrs Samples regarding timing of decorating the hall. The chairs could be set out on the Saturday morning.

Music – Mrs Samples has a 'sound system' which may be used during the Talent Competition. She has volunteered to operate the system during the afternoon.

Bar – The bar in the Hewitt room will be open from 2pm.

Publicity – Posters advertising 'Wheathampstead's Got Talent' and the Barn Dance have been distributed around the village. Members agreed to collect posters from the Parish Office and distribute to the local schools and shops. Applications form are in the latest issue of the Pump and available from the Parish Office.

Banner- Quotations for banners had been sought. It was agreed to purchase 6 new digitally printed banners, with removable vinyl numbers (dates) at a cost of £465 + vinyl numbering.

Prizes – Top Hat will sponsor the Talent Competition. A prize has been offered by the company supplying the Climbing Wall. The Golden Elephant is under new management. It was agreed that the office staff approach the Golden Elephant and the Olivio Restaurant regarding a donation of a prize.

Certificates – The Deputy Clerk will produce certificates for the Saturday and Sunday events.

Barn Dance – (evening)

Catering – The Chairman confirmed that the Fish & Chip shop in the village will cater for the evening, the meals to be staggered between 7.30 – 9pm to help with cooking times.

The fish & Chip shop should provide salt and vinegar.
Note: Chairman to check.

People will have to give their ticket in to claim their supper.

- Recommendation:**
- 1 The Field to be marked out on Saturday morning by Andrew, Al, Norman and David – meet at 9am at the Forge. All equipment needed to be loaded on the van.**
 - 2 Al to confirm use of van from St. Albans Van Hire.**
 - 3 Tables and chairs to be delivered to the Memorial Hall for use during Saturday.**
 - 4 The terrace outside the Hewitt Room to be included in the temporary events licence for the Saturday.**
 - 5 The area at the side of the memorial Hall by the library accessed from the ramp from the south porch to be cordoned off with straw bales and used as a 'bar area' , old tables from the store room to be used. The bar to be set up in the south porch.**
 - 6 Mr. Samples to obtain a temporary**

- events licence to cover the Saturday and Sunday
- 7 Lillian to enquire if we can have 10 more straw bales.
 - 8 A team including Andrew, Shirley and her husband will arrange the straw bales.
 - 9 The Veteran Motor Cycles to be sited on the west side of the Memorial Hall.
 - 10 A 'Wheathampstead's Got Talent' banner to be purchased. Cost £41.25.
 - 11 100 small rosettes £2.15 each (£215) to be purchased and 10 large ones.
 - 12 The main hall to be decorated with fairy lights loaned by Mr and Mrs Samples. Deputy Clerk to liaise with Mrs. Samples re availability of the hall.
 - 13 The bar in the Hewitt Room will be open from 2pm
 - 14 6 new digitally printed banners to be purchased at a cost of £465 + cost of vinyl numbers
 - 15 The Deputy Clerk to produce certificates.
 - 16 Chairman to check if Fish and Chip shop provide salt and vinegar.
 - 17 Tickets will be given in to claim a supper.
 - 18 Golden Elephant and O'livio to be asked for prizes. Action office staff.

Sunday

Members discussed the following items:

Car Parking – Every year there has been a problem blocking off the Memorial Hall car park early enough. Last year several cars had been parked overnight. Members agreed that the car park should be cleared on the Saturday night. The Deputy Clerk to check with the Football Club that there are no matches on the Sunday morning. The Tennis Club to be informed there will be no parking in the car park on the morning.

The car park entrance will be taped off from 9am. A car park attendant will be on duty at the Brocket View entrance from 9am.

Councillor Clements – who coordinates the car parking function - reported that three people will be needed to be on car parking duty on the Marford Field at any given time.

Councillor Johnston informed members that the Rotary Club had

supervised car parking for the 'World comes to Wheathampstead' event with great success and may be able to help on Village Day. Members discussed this item and agreed that firstly John Clifton will establish whether the Explorer Scouts have enough car parking attendants available to help on the Day. The Deputy Clerk to ask the Guides if they have anyone available to help.

Field Set Up – John Clifton and his team will set up the arena and field from 8.30am.

Field Layout – Andrew will liaise with the Deputy Clerk about the Field Plan.

Hog Roast – The caterers need access to the Dramatic Society Hut from 6.30am to start the hog roast. If they cannot collect a key from the Parish Office on the Friday Lillian has volunteered to meet them on the morning with the key.

Power on the Field

The Cherry Trees Restaurant has asked if power is available on the day. Members considered this request and agreed they could possibly be sited near the Memorial Hall close to the 'bar area'.

Attractions

A Climbing Wall has been sourced. Proposed from the Chair,' a Climbing Wall is hired at a cost of £400. Agreed.

The wall needs a footprint of 20m x 10m. The firm has offered a prize, which members agreed to award to the winner of Wheathampstead's 'Got Talent' competition.

Members agreed that this attraction needs publicity to draw in youngsters of all ages.

Members agreed to charge £1 a climb.

Councillor Brewster may be able to get an attraction. (feet cleansing).

Councillor Reason will sponsor a dog competition 'The Waggiest Tail'.

Duck Race – The plastic ducks are set off at 4.30pm.

Tug-of-War – Members agreed that the Tug-of-War across the river will start immediately after the plastic ducks have been released. A maximum weight of 700 kilograms per team. Councillor Brewster proposed that the teams have 'team t-shirts' and these could be funded by money from the Heritage Lottery Grant. Agreed.

It was agreed that the winning team would receive 'beer vouchers'.

Songs of Praise – 'Songs of Praise' which is being organised by 'Churches Together' will start at 5pm at the Meads. Revd. King informed members that there would be 3 or 4 hymns the service will take approximately 30mins. Music is to be provided by the Salvation Army Band. 6 chairs are needed and if possible a gazebo. Andrew will lend his battery powered speaker for use

during the service.

Clearing of the Field – John Clifton's Team and the Litterblitzers will clear the field. Deputy Clerk to ensure the paladin bins are emptied before the day.

Press Release – Councillor Brewster will send a press release to the local newspapers.

Running Order for Arena Events

Draft running order:

13.25 Pipe Band lead into arena
13.35 Official Opening by the Mayor of St. Albans
13.50 Zumba
14.05 Ju Jitsu
14.25 Morris Men
14.40 Dog Competition
15.00 Pipe Band
15.15 Morris Men
15.30 Lucky Programme Draw
15.45 Football
16.30 Duck Race
16.30 Tug-of-War
17.00 Songs of Praise

Rota

A rota will be drawn up and circulated to all Parish Councillors and helpers.

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| Recommendation | 1 | The Memorial Hall car park to be cleared on Saturday night. |
| | 2 | Football Club to confirm no matches will take place on Sunday morning. Action Deputy Clerk. |
| | 3 | Tennis Club to be informed there will no parking in the MH car park on Sunday morning. |
| | 4 | Car park entrance to be taped off at 9am. |
| | 5 | John Clifton to establish availability of helpers on the day. |
| | 6 | Guides to be asked if they have helpers available. Action Deputy Clerk |
| | 7 | John Clifton and his team will set up from 8.30am. |
| | 8 | Andrew will liaise with the deputy Clerk re the Field Plan. |
| | 9 | Lillian will meet the Hog Roast caterers with a key if they cannot call for one on the Friday. |
| | 10 | Cherry Trees to be sited near a power source if possible. |

- 11 A Climbing Wall to be hired at a cost of £400.**
- 12 Fee for climbing wall to be £1 per climb.**
- 13 Councillor reason will sponsor a 'Waggiest Tail' dog competition.**
- 14 The Duck Race will start at 4.30pm.**
- 15 The Tug-of-War to start at 4.30pm. Maximum weight per team 700 kilograms. Team t-shirts to be funded by the Heritage Lottery Grant. Beer vouchers for the winning team.**
- 16 Songs of Praise to start at 5pm.**
- 17 Andrew to lend his battery powered speaker to Revd. King.**
- 18 John Clifton's team and the Litterblitzers to clear the field.**
- 19 Councillor Brewster will send a press release to local newspapers.**
- 20 Draft running order to be approved.**
- 21 A rota will be drawn up and circulated to councillors and helpers.**

1969 -11 PROGRAMME

In hand - (AI).

1970-11 PROGRESS AGAINST VILLAGE PLAN TARGETS

Members discussed this item and the following targets have been met.

V1 - Bar on Village Day

V2 - Saturday Talent Show

V3 - The Litter Blitz volunteers clear and recycle the rubbish from Village Day.

V5 - Tug-of War

V6 - Climbing Wall

Recommendation: To note the progress against Village Plan targets.

1971-11 BUDGET REVIEW 2011-12

Members reviewed the budget.

Members agreed to split the cost of the 6 new banners between the Saturday and Sunday budgets.

Recommendation:

- 1. To note review of the 2011/12 budget.**
- 2. Cost of the 6 new banners to be split between the Saturday and Sunday budgets.**

The Chairman declared the meeting closed at 21.48h.

Dated this day of 2011

Chairman