

Minutes of Connect Meeting to discuss the Food and Flower Festival on 7th August 2017 Radnorshire Arms Meeting Room

Present: Chair: Leon Abercasis (LA) Eva Venny (EV) Emma Lilley (EL) Sarah Bond (SB) Sabina Rüber (SR) Suzanne Davies (SD) David Pickersgill (DP) Vikki Hobson (VH) Sean Magaharon (SM) Helena Ramsay (HR) Richard Eastwood (RE) Miranda Eastwood (ME)

Minute taker: Francesca Sandwell (FS)

Apologies: Peter Mace (PM) David Tennant-Eyles (DTE) Mark Hughes (MH) Dorothy Maguire (DM)

| | Item | Action |
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| 1. | Minutes from the last meeting | |
| | <p>The minutes of the last meeting were approved and actions from the previous meeting were discussed:</p> <p>PM and DTE to speak to Traders on Wednesday 2nd August about their preference for the day of the Festival.</p> <p>LA updated that DM and DTE had spoken to traders on Thursday 3rd August but neither were present to provide feedback.</p> <p>LA stated that that he had spoken to various people and Monday seemed to be the best day to hold the Festival.</p> <p>VH stated that she believed Sunday would be a better day if the Festival was hoping to attract local people.</p> <p>SM reported that events on Saturdays and Sundays were well attended in Knighton as people would be returning home on a Monday. If people wanted to eat and drink then they might not want to do this on a Monday when they had to go back to work the next day.</p> <p>DP stated that all the people he had spoken to believed that Monday would be the best day to hold the Festival</p> <p>DP pointed out that there were some bigger events on that weekend such as the Dilwyn show so it made sense to hold the event on a Monday to get to gain the maximum number of people.</p> <p>It was stated that Hergest plant sale was on the bank holiday Monday.</p> <p>A vote was held and it was all agreed that Monday would be the best day to hold the festival.</p> <p>Action: DP to put together a list of food traders who</p> | |

might be approached

DP updated that he had spoken to local traders and that 15 were keen to take part and he expected to get double that.

DP wondered how many stallholders should be invited.

LA stated that that he needed to measure out the high street and work out where the stalls could and could not be placed.

At the Christmas fayre there were 24/25 down the High Street and then a further number of stalls down Broad Street.

PM to create a list of drink suppliers who might wish to be involved

PM was not present at the meeting so an update would be sought at the following meeting.

DM to be in charge of finding gardens that would be prepared to open for the Festival.

EL updated that the owner of Garrison House was happy to open her garden and would ensure that it was planted with flowers and shrubs that would provide colour and variety in May. Maria Rolatt on Hereford Street had also agreed to open her garden.

DM to contact St Michael's Hospice and the Air Ambulance and see if they would be happy to be involved.

EL updated that DM had spoken to St Michael's and they were very happy to be involved. It was also worth bearing in mind that they were very good at publicizing events and that this would be good for the Festival.

SR to co-ordinate the flower and plant stalls

SR reported that she was on the case and would be approaching nurseries. SR did not think that there would be any more than 10 plant stalls in attendance at the Festival.

SD to find someone who could run a flower demonstration/arrangement

VH advised that she would be would be happy to run flower arrangements from the shop.

SM stated that they could do 3 different demonstrations during the day, for example how to create a hand-tied bouquet. Some of these could even be pre-booked.

PM and DTE to speak to traders about hanging baskets on Wednesday 2nd August

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| <p>LA stated that in PM and DTE's absence an update would be provided at the next meeting.</p> <p>SB reported that if the Connect was able to put up the funds then the gorilla gardeners would be willing to make up the hanging baskets and maintain them.</p> <p>LA to speak to John Beddoes and the Primary School and find out how they would like to be involved</p> <p>LA will speak to the Schools when they return from the Summer Holidays.</p> <p>SD to create a list of potential candidates for Ready Steady Cook and what needs to be done</p> <p>SD reported that she had mentioned the event to Bev Baynham and that she liked the idea. SD stated that John Wilding might be a good person to take part and EL suggested Malcolm Temple.</p> <p>DP to research people who would be able to offer butchery demonstration</p> <p>DP reported that he was happy to do the demonstration if the local butchers said no.</p> <p>LA updated that the butchers had agreed to make a festival sausage,</p> <p>Action: LA to ask the butchers if they will do a butchery demonstration</p> <p>SD to find out about Adele Nozedar's availability for a foraging talk</p> <p>SD informed the group that Adele was happy to do a demonstration. Adele will bring things from the garden and give a talk and SD might do a cookery demonstration. Adele will also sell copies of her books.</p> <p>Normally she would charge £150-£200 but would be happy to do it for less as it was a town and charity event. It was agreed that the Festival would offer Adele £100 and SD will confirm this with Adele.</p> <p>LA to speak to Fiona from the Radnorshire Arms using the garden during the Festival</p> <p>LA has spoken to the Radnorshire Arms and they are keen to be involved. LA has also spoken to Dave Luke and Pete Mussell and other local bands about performing on the day. This will need to be finalized with Fiona from the Radnorshire Arms.</p> | <p>LA</p> |
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| 2. | The event | |
| | <p>It was agreed that the event would run from 10am to 5pm on the high street.</p> <p>A map of Presteigne will need to be sought to highlight stalls, open gardens and events during the Festival.</p> <p>Action: LA to speak to Richard Pitts at Powys County Council about a map of Presteigne.</p> <p>RE stated that he had a printer that could print on A1.</p> <p>LA announced that HR had volunteered to do a talk on citrus and would host a ticketed citrus dinner. This would be held at St Andrew's Church Hall, which seats around 60 people.</p> <p>It was discussed whether the dinner should be held on the Sunday or Monday night. It was agreed that it would be a good idea to host the dinner on the Sunday night as the opening event of the Festival.</p> <p>Fiona from the Radnoshire Arms stated that she had spoken to the owners and they were onboard with the idea of hosting bands and a BBQ in the pub's garden but felt that this should be during the day on Monday 7th rather than the evening as people would be returning to work on the Tuesday.</p> <p>It was felt that an evening do on 6th at the Radnorshire Arms might be better attended but that this would need to be well advertised so that people were aware that it was part of the Festival.</p> <p>DP wondered whether someone should approach Rock Bridge for sponsorship as the company who owns the park sponsored the Food and Flying Festival at Shobdon.</p> | |
| 3. | Market Stall Sponsorship | |
| | <p>LA raised the subject of asking local businesses to buy a stall and putting their name on it. Each stall costs £300 and once purchased they would then be part of the community for people to borrow or rent.</p> | |
| 4. | Festival cash flow spreadsheet | |
| | <p>The event last time raised £8,000 from grants and spent £1,000 on consultants, £1,125 on design of flyers and posters and £200 on adverts in local papers.</p> <p>DP stated that a budget of around £5,000 was more realistic.</p> <p>LA reported that Connect would need to hold an event at the Memorial Hall to raise the extra money.</p> | |

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| | <p>LA announced that a spreadsheet would need to be created to monitor costs and to keep the Festival on budget. This would need to be hosted online so that multiple people had access to it.</p> <p>Action: LA will speak to the electricians who did Presteigne Carnival about providing stalls with electricity from the streetlights.</p> <p>Toilet hire and where to place them would need to be considered.</p> <p>DP advised LA to check with insurance providers that Connect was covered for such an event and to ensure that all stallholders had their own insurance.</p> <p>LA stated that the application form would require stallholders to provide evidence that they had insurance.</p> <p>LA suggested that DTE might consider being the treasurer for the Festival.</p> | LA |
| 5. | Festival and events timetable | |
| | <p>It was agreed that a separate meeting was needed to discuss this and that this could only be held once it had been established how many talks and demonstrations had been booked.</p> <p>Action: LA to book the Assembly Rooms and Memorial Hall for 7th May 2018 and St Andrews Church Hall for the evening of 6th May and day time of 7th May 2018.</p> | LA |
| 6. | AOB | |
| | <p>It was agreed that a bookstall selling signed copies of those giving demonstrations and talks as well as second hand cookery and gardening books would be a good idea.</p> <p>Action: EL to co-ordinate the bookstall</p> <p>The pie competition was discussed. It was agreed that the pastry should be homemade shortcrust pastry and that the recipe would be printed out for those wishing to enter the competition.</p> <p>Action: PM to create the recipe specification for the pastry.</p> | EL PM |
| 7. | Date and venue of next meeting | |
| | 21 st August at the Radnorshire Arms | |