**Notes from the Food Festival Working Group Meeting**

**Thursday 25th January 2024 10.30am in the George**

**Present:** Sue Bains (SB), Judith Jackson (JJ), Sue Jeffries (SJ), Tadge Sabatowski (TS), Peter Cowley (PC)

**Apologies:** Duncan Cashmore (DC), Paul Macpherson (PM), Ed Young (EY), Harriet Smith (HS)

**Membership of the Working Group**

* Our job is to make the Food Festival Happen!
* We must be positive, realistic and work as a team – argue in meetings, back decisions out of meetings
* Positive criticism is welcome but no sharing of draining, irrelevant negative feedback
* No actions to be carried out until the notes from meeting are distributed
* No promises to anyone for anything – check with group
* Four areas within which all tasks are listed. (see handout)
  + Admin – SB
  + Publicity – PM
  + Logistics and H&S – JJ and SJ
  + Raffle, Tombola and sponsorship – DC
* Each group has a leader (and back-up) who should be able to report on updates at meetings and keeps oversight of all tasks in their area.
* All members can and should do anything from any group
* Volunteers and helpers are encouraged.

1. **Admin:**

SB Updated group on current admin. The group agreed:

* Almost all spaces reserved so no general promotion required (see handout)
* Need Fudge/Chocolate stall
* Grant applied for from Shipston Town Council, but won’t hear until April
* 37 (3 metre) spaces reserved so far out of 40: 9 traders using 16 spaces bringing their own vans. 21 actual stalls reserved so far

**ACTION:** Members taken flyers to give to suitable traders (all)

**ACTION:** SB to chase non-payments (SB)

**ACTION:** SB to top & tail old policies\* and distribute to members (SB)

**ACTION:** Members to check policies are comprehensive and relevant (all)

**ACTION:** SB to add members to Whatsapp group (SB)

**Future actions to remember/consider**

* Liaise with the Town’s traders group (around Easter?)
* Possibly offer Ambassador role to 15-18 year olds (around Easter?)
* All policies to go to Insurance company and to Stratford Safety Advisory Group

1. **Publicity:**

SB Updated on what has been done so far

* Flyers advertising FF to traders have done a good job and no more required
* Website is live for applications
* Facebook – need to start sewing seeds
* Road Signs and banners were stored after the last FF, numbers can be changed
* New road signs need to be A0 size

**Future actions to remember/consider**

* Banners and Road signs need cleaning and checking
* SB to request information for website from traders and confirm booking details

1. **Logistics and H&S:**

SB and SJ Updated on what has been done so far

* Road closure all ready for submitting application ?
* Relevant policies need checking
* Stalls have been booked, but numbers not confirmed – possibly 26
* 2 tables are allowed in front of each stall, subject to H&S

**ACTION:** Outline map of stall layout required for Road Closure application (SB send to SJ)

**ACTION:** Road Closure to be applied for asap (SJ)

**ACTION:** Electrician (Des) needs booking (SJ)

**ACTION:** Town Crier (Marion) and Mayor (Gerry) need booking (SJ & JJ)

**Future actions to remember/consider**

* Electrician to be invited to meetings (Summer)
* Check pairing of stalls with traders eg. Pet stall ad Ceramics
* Car checking at 10pm on night before – not needed earlier

1. **Raffle and Lion Stalls**

* Concern about asking same businesses/people
* Keep eyes/ears open but no rush…
* Can use the Shipston Town Council raffle licence
* Supermarkets are likely to help with Hamper
* Only put chocolate in on the day

**Future actions to remember/consider**

* Run a Children’s tombola? Prizes for all entries

1. **AoB**

* Is music possible if we use Buskers (as at Totally Locally)
* Pubs and local businesses need “buying in”
* Decided we don’t need sanatisers

**ACTION:** Need to look into legalities of music/buskers (PC)

**ACTION:** Need to talk to businesses so they are aware… and may help -raffle? (TS)

**ACTION:** Need to talk to pub so they are aware… and may help -raffle? (PM)

1. **Date and time of next meeting: Thursday 29th February 2024. 10.30am in the George**

A list of information on a white background

Description automatically generated\*Policies to be checked