

STAUNTON FESTIVAL COMMITTEE

Post Festival Meeting Notes

18th October 2013

Present

Lulu BOWERMAN	LB	Festival Coordinator
Jeff Crate	JC	Havant Borough Council
Yvonne Weekes	YW	Cllr HBC
Richard Wood	RW	HBC
Kerry Bailey	KB	Acting Park Manager SCP
Tim Speller	TS	Visitors Services Manager SCP/QECP
Lynn Judge	LJ	Independent

General Report from Event Coordinator - Lulu Bowerman

Plusses -

Event went extremely well with the weather on our side for a change. No major problems or difficulties.

Exhibitors were all very happy.

It was estimated that there were approximately 13,000 visitors over the weekend.

Minuses -

1. The sound quality for the Take That tribute band was not good. No written complaints but some adverse comments made by the attendees.

Financial Report - Lulu Bowerman

Due to the ongoing difficulties we have been having with Lloyds Bank the final accounts have yet to be confirmed. Hopefully

these problems have now been sorted although we are considering making a complaint to Lloyds about the 2 year saga we have had to undergo.

Currently £10,714.58 in the bank.

As some cheques from exhibitors were unable to be presented in time we have had to request these to be represented. **LB** to chase.

Fortunately there is nothing outstanding owed except to Staunton for the hire of marquees £1,500 and a balance for the Staunton Live event £1,400. We await an invoice from SCP for these.

LB will finalise the accounts and send to Sue Lupton for auditing. Final accounts to be sent to committee members.

This leaves a reasonable balance, estimated to be in the region of £6,000, to bring forward for the 2014 event.

General Report from Park Manager - Kerry Bailey

Plusses -

SCP extremely pleased with the event and KB will forward a press article not seen by the rest of the committee.

They were pleased that the Staunton Live event was able to be incorporated into the weekend and apart from the sound difficulties consider it went well, there were no incidents reported.

The teams worked well together and visitor feedback was very positive.

Minuses -

1. Staff costs rose but this mainly because the Farm Park side had additional staff to deal with membership applications over the weekend so this not an actual cost towards the event itself.
2. It was noted that 'high lawn' could have been better prepared for car parking.

Report from Visitors Services Manager - Tim Speller

Plusses -

Happy with the event and considers this fitted in well with other events held over the summer season within the two park sites.

Minuses -

1. A minor altercation was reported between two dogs. One was a former rescue dog from Helping Hearts, one of the exhibitors, and the other a visiting dog. An incident form was completed but has not been concluded with the final outcome. LB looking into it and will finalise report.
2. Double booking of face painters, one by SCP on Farm Park side and one by the Event team. This was managed amicably on the day but we need to be aware of clear communication between SCP and Event Team in any future events.

Reports from Havant Borough Council

Jeff Crate

HBC very pleased with event. It was a good showcase for local people and provided a well considered event.

Cllr Yvonne Weeks

Councilors very pleased with the event. HBC would like to continue however finances are going to be even more severely constrained in the next budget. If the event is to continue it is suggested we attempt to obtain wider sponsorship from local businesses/others for the event. She stated that it has been suggested by Cllr Fairhurst that the event be purely 'in-house' next year, run entirely by Staunton and aided where possible by HBC.

Report from 'Get Active' team

Richard Wood

Get Active held on Saturday between 11.00am and 15.00pm.

15 clubs and organisations attended giving 'taster sessions' of their various sporting activities.

Unfortunately the attendance at this event was minimal. The decision to hold this part of the event on the other side of the road was due mainly because of the need for flat ground.

Despite advertising and clear signage few people took the opportunity to cross over to take part.

There was some difficulty/uncooperation with the site team of this particular event which was dealt with by the delivery team manager Topsy, George Turner.

Future similar sporting events may be held as a separate entity a different venue where there is more passing trade.

If Staunton Festival wishes to continue with a sporting theme included it was suggested by TS that these activities could be more associated with activities currently available within SCP to enhance their participation such as 'geocache', archery, orienteering/rambles/walks, bike rides, and fishing. It was also suggested that the use of Storey Gardens might be a useful venue for some activities that need a flat surface.

Lessons Learned

1. For Staunton Live event ensure sound checks carried out with equipment to be used for the performance.
2. SCP management to keep a check on actual additional staff costs - not costs that would have been incurred anyway - so that a proper business plan can be set out.
3. Check the groundworks needed for future car parking of all events
4. Ensure that any organisations who bring animals to future events are properly covered in the event of accident of any sort.

5. Ensure full coordination between the various teams involved to ensure no double booking of attractions.

Future Plans and outstanding issues to be completed.

The financial situation for 2014 is in the balance. Staunton Park is run by a Joint Management Committee who are currently considering running all such future events' in-house' as a means of increasing their turnover.

KB/YW to discuss with JMC their vision of how any such event will be run in the future.

There was a suggestion that the Festival Committee continue but that the event is run as an entirely separate event with the Festival Committee paying SCP for use of the venue with a formal Service Level Agreement or contract instead of the current joint venture. This would need careful consideration as, apart from the event coordinator, it is currently run by volunteers, HBC employees and interested parties none of which currently request additional remuneration. In addition to this the funds required to put on the event are raised entirely from Sponsorship, Grants and individual donations (this latter both of time and money). Should the event be taken in house then these additional costs will need to be factored in.

KB/YW to inform members of the current committee of suggestions/plans from JMC by end December latest as LB needs to know if she is to take on the role for 2014.

LB will continue to wrap up the 2013 Festival and will circulate the accounts when they are finalized and signed off by the accountant.

LB will ensure the incident report about the dog is finalised and a copy passed on to SCP.

Post meeting Note from Chairman

It should be noted that on its dissolution the sum of £3,935 was passed to the Festival Committee by the Hampshire Water Partnership. The object of this was to ensure the continuation of the Festival as a free event supporting local environmental causes, particularly relating to our water heritage, within a fun filled experience.

When the decision was made to incorporate a wider field to include more sporting activities and more general 'healthy living' activities members of the former Water Partnership were contacted to ensure they were happy that the event still fulfilled the main criteria set and that the money should remain.

It was agreed by the HWP members that as long as the original criteria was held as the core of the event then they were happy that the sum should remain with the event team.

If the decision is made that the event is taken in house by SCP and its content radically changed from this ideal I consider that this sum should be removed from the forward running total and given to HWF. Your comments invited please.

LJ

Date of next meeting

Friday 24th January 2014, Staunton Country Park, 10.00am.