

Meeting	Community Development Committee
Date	6 th August 2024
Report Title	Summer Event Report
Agenda Reference	11
Author	Liz Matthews – Marketing & Events Co-Ordinator

Officer's Recommendation

1. To note the report

Updates:

- Regular Full Council Updates have been given during June and July.
- Security has been booked to support the event. 5 operatives will be in attendance.
- Infrastructure and safety contractors booked – see details below.
- Entertainment provision, just awaiting on one performance agreement – see details below.
- Bar – Licensee with two assistants volunteering. Meeting was held with Cllr A Roupelis to discuss best practice and advice given on ordering quantities, cashiering, set up and signage.
- Web pages have been generated to support engagement and management of bookings and sponsorship; and have been shared in a series of social posts regularly.
- Sponsorship received from: Affleck, Specsavers, Emerald, NP Plumbing and heating and Dave Matthews Construction. Totalling: £2,500.00.
- Stall income currently stands at £390.00.

Community Fun Day 17th August 2pm – 7pm

	Description	Status
When	Start date: Mon 29 th July End date: Sat 17 th August	
Where	Haydonleigh Primary School: easy access, secure, central, level, own parking, shelter, Hall - potential wet weather option, access to skate park, passing foot traffic	
Community Programme	Exploring - our community, groups, activities, and Community Development Summer workshops	
Attractions	Family activities: • Farms2ewe • Storm in a teacup circus workshop • Sublime Science • Story shed • Inflatables • Steve's Funfair/Teacups	



	Music confirmed: • Flying Solo • Pulse Duo • Swindon Brass • Sasha & Bryony • Rhythmix Goa Children's Choir • Open mic x 1 song Awaiting confirmation from our last professional spot Bar: quantities and types decided, pricing consistently at £5 per drink	
Sporting activities	• ATB SK8Jam • Lin's wake and shake for the opening • Mini Olympics with Youth & Development Co-Ordinator AFC Haydon Vale to support - tbc	
Stalls	• Face paints • Hair braiding • Jewellery • Crafts x 2 • Dog treats and toys x 2 • Sweet stall • Several charity stalls Food & Beverages • Mazza's Munchies food truck • Samosas to go • Nick's Ice Creams • Mocktails • Sugar Shack • Timber Pizza Other stalls • Women's Institute • St Johns Church • Wiltshire Wildlife Trust • Haydon Wick Bowls club Stall offered to the sea cadets and will continue to be offered to the local church groups and organisations.	
Dog Show	Haydonleigh Primary Head was concerned about dogs on site as school policy is 'no dogs'. School is happy for the event to use either the small play area (hardstanding) or small grassed area next to the skate park (hot weather option) dependent on weather. Dogs	Revised social media communications to reflect this and liaised with the Head Judge about the logistics. Stewards to be allocated to ensure no



	will only be allowed in these areas for the Dog Show and will then need to leave the site.	admittance into general event area.
Infrastructure/safety:	Increased marquees booked to two, to allow for the crafts and memory café activities to have shelter. Risk Assessments are near completion. Marketing and Events Coordinator has met with the Head to go through the plan and shared all relevant documents with her. Chief Officer, Deputy Clerk and Services Manager, Finance Officer and Deputy RFO and Marketing and Events Coordinator met with the School Caretaker to do a run through of the site on Wednesday 26th July 2024.	Head asked Council to share any safeguarding reports to her in the feedback. Done.
Pay to play bands and Cashless HWPC activities:	The Marketing and Events Coordinator has been looking at ways to be more efficient with volunteer handover, cash floats, security implications etc. In liaison with the Finance Officer and Deputy RFO research and planning of a cashless approach has been performed. The Finance Officer and Deputy RFO has researched and purchased the most appropriate (and cost conscious) device and data options to ensure we have a good card payment service. The Chair has offered his support with a starlink wifi network setup. The cashier stand will be set up between the bar and inflatables to take payments for all bar transactions and to sell the pay to play bands which have been costed out at £7.50 per band. Bands afford the wearer unlimited access to: • Circus workshop • Inflatables • Teacups • Sublime Science Workshop • Crafts Activities • Glitter Tattoos x 2 • Senses Treasure Hunt • Splat the rat • Bottle of water • Sporting activities A stamp card to reduce queues will be stamped each time they use the attraction.	
Re-discover your Community - Around the 'Parish' in '20' days 29th July – 17th August		
20 Day Programme	Markers are now installed around the parish. The Community and Youth Coordinator, Cllr E Baker-Walker and the Office Administrator have shared in Haydon Wick and Haydonleigh School assemblies.	



	Details are printed in the magazine. The website shows all events to date with more to add and web pages to build with the details. Posters and posts to be shared over the next few days to build awareness. Types of events: • Planting (national allotment week) • Play Park Olympic style activities • Weston Super Mare trip • Pop in and paint • Pop up Story Shed • Seven Fields Walk and Talk • Mouldon Hill Wiltshire Wildlife Trust Walk and Talk. • Existing community groups with senses themes.	
Over the next week:	• Countdowns on social media and web-site • Banners up • Contact all traders and contractors with site plan and expectations • Meet with Swindon Event services to confirm PA system requirements.	
VOLUNTEERS – contact local organisations group for help	Volunteer recruitment continues. 9 out of 18 Cllr volunteers (plus 1 family member) signed up. 8 out of 8 Office Staff (plus 5 family members) signed up. 3 out of 13 Parks and Opens Spaces Staff signed up.	