



Chair: Elliot Harris

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www.millroadwinterfair.org

	MILL ROAD WINTER FAIR ANNUAL GENERAL MEETING		
DATE	Tuesday 19th March 2019		
Present	<u>From 2018</u> <u>Committee:</u> Elliot Harris Jim Woodhouse Kate Collins David Arnold Stefania Scalabrino	Chair Treasurer Stalls Infrastructure Events	
Apologies	Tom Hanrahan		
Minutes	The minutes of the 2018 MRWF AGM were accepted and signed.		
1. Welcome from Chair	<p>Elliot Harris opened the meeting at 7.15pm and welcomed all those present. He thanked the Baptist Church for hosting us again and everybody who attended for coming.</p> <p>Elliot provided an overview of the MRWF 2018 highlighting the success of the fair and the hard work of the volunteer committee and volunteers on the day. Elliot shared that the return of the parade was well received. Elliot celebrated the growing events team and how the fair has reached more local residents and broadened to new venues getting involved.</p> <p>Elliot highlighted that the brochure needs to evolve and that the new committee will need to consider this over the coming year. The safety of the fair has been improved with the changes implemented. The stalls booking and allocation system worked well. Volunteer socials were a useful part of volunteer recruitment and it was shared how this could be built on during the coming year.</p> <p>Elliot explained the role of volunteers and paid staff and how this is a complex balance that will need further thought.</p>		
2. Report from Treasurer	<p>Jim Woodhouse gave a report summarising activities during the past year, which is attached to these minutes. Additional points made (or expanded on) were:</p> <ul style="list-style-type: none"> The fair ran at a deficit and whilst the fair does have 		

	<p>reserves the fair cannot afford to lose £3000 each year.</p> <ul style="list-style-type: none"> • There was an increase in expenditure for professionalising health and safety for the fair. • The stall income was lower this year. • We had to claim on our insurance this year which resulted in needing to pay the £250 excess. • We have no council grants, we thank all our sponsors and individual old and new, for the continued support they have given the fair. • We thank our auditor Graham Gale. • Jim raised the expense of the brochure and suggested that the new treasurer and committee consider the role, value and cost of the brochure. <p>Elliot thanked Jim on behalf of the committee for his work as treasurer.</p>
<p>3. Report from Chair and other committee members</p>	<p>Chair: Elliot thanked all committee members, volunteers, stewards, stall holders, buskers, community groups and everybody else who makes the fair the special event that it is. We continued to engage Eddie Barcan as professional safety officer and we thank him for his efforts and time. We are always looking for people to get involved throughout the year or on the day. Please have a word with us if you'd like to get involved.</p> <p>Stalls: Kate Collins provided a report which is attached to these minutes.</p> <p>Question: Could there be a map for indoor stalls?</p> <p>Comment: This is something that will be considered.</p> <p>Events: Stefania Scalabrino and Donna Powell provided reports about events and busking which are attached to these minutes</p> <p>IT: Tom Hanrahan was unable to attend and an overview was provided: Last year's IT jobs went well, mostly it was just granting access to several people who needed official millroadwinterfair email addresses. It is also worth noting that we have cut down the number of domains we are paying for to just ".org" and we are now paying for membership on Flickr to maintain our ever-growing archive of photos from previous fairs. <i>"This year's main challenge is likely to be updating the website to use a new, more modern, framework which should help it stay ahead of any security threats. This is going to be a bit of an undertaking so I will be reaching out to any tech-minded volunteers I can find to help get us on a stronger foundation on that front. Hopefully this will lead to a small group of website volunteers who can share the load of any future updates and features the committee or the community want to see on the website"</i>.</p> <p>Infrastructure: David Arnold reported - larger generators were hired, however the logistics for moving these around the fair site need reviewing. The marquee insurance claim has been resolved. Road closure arrangements will need reviewing. St John's Ambulance team were hired and this worked well. However they</p>

	<p>were x3 the previous cost. Traffic management will need reviewing ahead of next year's fair. Thanks were raised to the City Council who do a wonderful job of cleaning Mill Road ready for Sunday trading.</p> <p>Question: How can rubbish be better managed?</p> <p>Comment: We need to review this, a possible solution is exploring collections and recycling. The cost of recycling/ waste management was discussed and possible solutions raised were around the idea of trying to find a sponsor. Another idea was to invest in large bins like Strawberry Fair - questions around storage were raised. A further idea was to have a specific role on the committee to be responsible for waste and recycling.</p>																
<p>Constitution</p>	<p>Discussion of the constitution of MRWF and the need to consider evolving into a Community Interest Company, charity or remaining as a community organisation. It was agreed that further discussion would be needed before further decisions were made around this.</p> <p>Question: How would changing the constitution of MRWF into a charity or community interest company impact the community feel to the organisation? How would we define the membership?</p> <p>Comment: There was discussion around membership and the complexities of each option and agreement was made that this needed further time to inform decision making.</p> <p>Discussion of roles within the committee; it was agreed to instate a vice chair role to support the chair in day to day decisions.</p> <p>Question: How many people can we have on the MRWF committee?</p> <p>Comment: There is currently no upper total.</p> <p>Question: Can people be co-opted onto the committee?</p> <p>Comment: Discussion about the way the committee currently works and the impact of changes to eg a Community Interest Company would have. Agreed to review this within future committee meetings.</p>																
<p>5. Election of Officers and Committee Members.</p>	<p>The following, having been duly nominated and seconded, were elected by a show of hands.</p> <table border="1" data-bbox="448 1581 1235 2029"> <tr> <td>Chair</td> <td>Elliot Harris</td> </tr> <tr> <td>Vice Chair</td> <td>Kate Collins</td> </tr> <tr> <td>Treasurer</td> <td>Martin Pierce</td> </tr> <tr> <td>Secretary</td> <td>Anna Jones</td> </tr> <tr> <td>IT</td> <td>Tom Hanrahan</td> </tr> <tr> <td>Stalls</td> <td>Rachel Williams</td> </tr> <tr> <td>Infrastructure</td> <td>David Arnold</td> </tr> <tr> <td>Events</td> <td>Jake Warrington</td> </tr> </table>	Chair	Elliot Harris	Vice Chair	Kate Collins	Treasurer	Martin Pierce	Secretary	Anna Jones	IT	Tom Hanrahan	Stalls	Rachel Williams	Infrastructure	David Arnold	Events	Jake Warrington
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	Parade	Jo Woods	
	Volunteers	Role still to fill	
	PR and Marketing	Chiara Satta	
5 AOB	<p>- Jules Price agreed to continue helping with the food stalls at this year's fair.</p> <p>There was a final vote of thanks to last year's committee for a really successful MRWF 2018.</p>		

Mill Road Winter Fair 2018 AGM: Brochure Mini Report:

I am afraid that I will not be able to attend the AGM on the 19th and so thought I would send a few comments about the brochure to the Committee beforehand.

1. What is the purpose of the brochure? When it started there was no website, and the brochure was essentially the only way of distributing information about the Winter Fair. It has never been a source of revenue - I had a look at the budget for 2008 and found that it cost almost £4000 to produce and made a loss of £600 - although it does perhaps help with the £2500 from Andrew Bush. It also provided a way of giving contact details and publicity for stall holders and musicians, but with the website I don't think that is relevant now.
2. The biggest problem we had last year was the absence of a clear timetable for the various events. Different times were being discussed even after the brochure went to print. It is important to define the timetable fairly early on in the planning process.
3. As usual, Caroline Bent collected and organised the volunteer distributors very efficiently, but I think she would like to meet the Committee well before the Fair to agree on the distribution. The amount of new building in the area means that this is continually changing.

I haven't yet checked to see if Steve Linford is prepared to design the brochure again this year.

Andrew Phillips

Mill Road Winter Fair 2018 AGM: Stalls team report

Changes this year - and were they successful?

We kept the marquee on Petersfield, but this time moved it over so that we could set up an Eco-Zone, with an area of stalls linked to the theme of sustainability. This involved considerably more carpet but the additional cost was off-set by the additional stalls and it worked well. It also meant that the candle-lit labyrinth was in a more prominent location.

The Tenison Road stalls didn't get good footfall last year so we didn't repeat that and instead arranged (in advance) for Cambridge Event Bars to set up a bar on the corner of Mill Road and Tenison, with a meeting/sitting-out area with tables/benches along Tenison Road. This seemed to work well.

We had an opportunity to make better use the Depot Access Road this year as it is a building site and the entrance is blocked off, but unfortunately our plans fell through because Cambridge Wine Merchants (who had promised a bar, music, tables/benches) failed to show up on the day! One to watch out for next time.

We managed the alcohol licences more effectively this year by deciding how many bars/stalls selling mulled wine there would be and spacing them out along the street. This required some coordination with the shop keepers and we had to try to anticipate which might sell alcohol, but overall it was a successful strategy.

In Romsey, we had a new group of stalls at the end of Cavendish Road, next to the new 'Romsey R' sculpture and garden and we also had a new stalls venue on the wide pavement outside the Salisbury Club. The latter was a bit on the fringes of the Fair, but worked well for late-comers and charities which might not otherwise have got a pitch.

Other stalls arrangements were much as in previous years, with a large group on Donkey Green, the main food fair in Gwydir Street car park, St Barnabas Road and the Depot Access Road and stalls along the street wherever we had shopkeepers' permission throughout Romsey. We continued the strict health and safety guidance from last year, requiring a 3.5m gap between stalls using heating equipment.

With Eddie's help, we had a more comprehensive system for coordinating the activities and health and safety needs of the stalls set up outside the shops, with questionnaires sent out and responses collated well in advance of the Fair. This was good and welcomed by the Council, which assisted by providing a small team of food hygiene officers to work with our volunteers to monitor food hygiene standards. This will help to set expectations and higher standards for next year.

We also made a significant change to the brochure, removing the lists of stalls that used to be published in the brochure and instead maintaining an accurate list on the website.

Behind the scenes, we had a new email system for the stalls team which meant that we could direct the email traffic more. This was a big improvement.

What worked well and what didn't

It was a very successful fair, but the key issue that caused problems was the process of directing traffic and particularly guiding traffic within the closed road zone. We had stall holders arriving at the wrong end of Mill Road and needing to be escorted, at a walking pace, along the length of the road.

So we are making plans for a much improved map and directions to be circulated to all shopkeepers and which can be sent to stall holders with an (improved) information pack when their application is approved. Maybe we can also get some of this online so that everyone is better informed. We will also consider how to manage the traffic system so that stallholders collecting their cars from the Kelsey Kerridge car park can get back round to Mill Road and retrieve their stock/gazebos from Donkey Green as there was a serious grid-lock in this area last year.

Mill Road Winter Fair 2018 AGM: Safety Report

Positives

It was another safe and successful event, without any serious incidents; no lost children, injuries or unruly behaviour.

Management and safety standards continue to improve and I am grateful to the committee and team of safety volunteers.

Stewarding arrangements were improved, thanks to the addition of new roles, committee member and an increased number of professional crowd control stewards, though recruiting sufficient volunteer stewards continues to be an issue.

Access arrangements for emergency vehicle were demonstrated to be robust, even when the event was most crowded.

Event has the confidence and there was closer working with the Council(s) and Emergency Services, though they warn of the need for vigilance due to the large numbers attending and crowding.

Areas for improvement

A joint approach to local shopkeepers has been agreed with the Council and Emergency Services, who will be writing to all local shopkeepers, reminding them of their responsibilities. This is because pitches outside shops, where the stall is not directly let by MRWF, continue to cause issues such as:

- Poor food hygiene
- Blocking the pavement
- Extending out into the road
- Obstructing the way before the road has closed.
- Continuing to trade beyond 4.15 despite requests from stewards

There was poor radio communication at the start of the event due to equipment failure, which should be addressed for next year. Some other problems persist each year and need addressing:

- There are insufficient bins and an alternative solution to waste and recycling should be sought.
- Mistakes in the brochure – more robust circulation and proofing required.
- Third party event organisers, not under the direct control of MRWF, but carrying out activities on or close to the footprint of the event, continue to create last minute work for the official organisers.

Eddie Barcan, Splendid Events February 2019

Mill Road Winter Fair 2018 AGM: Events 2018 Report by Stefania Scalabrino

The events organization, as well as on the day, went smoothly from my side. Donna and Kate helped a lot with structuring the events section in the brochure. I have updated the contacts in the event file I used and I hope that will make things easier for the next events coordination. I'd like to thank everyone in the committee for the support and help I received during the whole year, being new

in the role. Thank you also for the valuable opportunity all of you gave me and I'm glad I've been part of such an amazing committee.

Buskers 2018 Report by Donna Powell

This year we had 10 busking sites organised directly by MRWF: Petersfield Bus Stop, Avenue of Limes, Tenison Road, Ditchburn Gardens, Gwydir Street Car Park (Food Fair), Gwydir Street Car Park (Front), Cavendish Road, Urban Larder, Coop, EF We decided not to have the sites introduced last year on Petersfield and Donkey Common as these hadn't worked well. Tenison Road isn't a great spot either (there were complaints this year about a nearby generator) so we should consider whether to continue having buskers there in future. We had over 40 on-street buskers, with nearly all slots filled. The process of booking, scheduling and informing buskers works smoothly now and there were no problems with it. There was an issue with having to reschedule acts due to late information about the plans and timing of the Romsey R unveiling ceremony; however, the buskers were very accommodating. They did request though that, in future, there be a procession leader further in advance of such a parade to give more notice. A new externally-run stage outside Martin & Co/Century 21 worked very well, and helped to add to the atmosphere down the far end of Romsey. Thanks to Jim Smith for running it. The Lloyds Bank stage was ably filled at the last minute by a Strawberry Fair contact - many thanks for that. NB: I would like to point out that, unlike previous years, I wasn't asked to proofread the brochure this year. March 2019.