

Community Fair Planning Meeting
10th December, 2019
The Mayor's Parlour

Attending: Councillors Rachel Brooks, Naomi Taylor and Christina Whitty,
Mandy Hancock

1	<p>Event Time</p> <p>It was decided, that following feedback from last year, the event would be 10am until 1pm.</p>
2	<p>Criteria</p> <p>The criteria for attending will be the same as last year and organisations will be encouraged to include activities on their stand.</p> <p>As we will be commemorating VE75 this year we will suggest to organisations that they may wish to use that as their theme.</p> <p>We will not be having musical/entertainment performances this year.</p> <p>The Relay for Life stall will be invited to use the Council Chamber again this year.</p>
3	<p>Numbers</p> <p>Feedback from last year was that rooms were cramped. In line with this we will reduce the stands available accordingly.</p> <p>The pre-school at the Liskerrett Centre will be asked if they would like to use the New Liskeard Room to promote their services. If they don't wish to the Methodist Church will be approached.</p>
4	<p>Food</p> <p>The Real Junk Food Project will be asked if they can provide the food again this year.</p>
6	<p>Engagement</p> <p>Volunteers will be needed on the day to assist with signposting visitors to all the rooms. Feedback from last year was that some rooms weren't visited as much as the main Hall. There was bunting and directional signage, but it was felt that people assisting visitors would be helpful.</p> <p>Mandy will email Councillors asking for volunteers. It is hoped to have 2 at the main entrance giving out stamp cards and directing people and 2 on the Town Council/raffle stand, although the more the better. She will also ask Members if they can provide a raffle prize for the Mayor's Raffle table.</p>

	<p>It was decided to give cards to visitors at the door that they would get stamped in each room, completed cards could be then used for a separate raffle. Rachel will send Mandy the artwork which has been used at similar events.</p> <p>The bunting and footprints used last year will be used again to entice people around the building.</p>
6	<p>Application Form</p> <p>The Application Form will be emailed to all organisations who attended last year.</p> <p>The imperial measurements will be added to the application form as well as metric for table sizes. Knowing what size organisations need will help in allocating stands.</p> <p>To assist with allocating organisations to appropriate rooms the application form will ask if they assist clients with accessibility issues.</p> <p>When the application form is emailed the covering letter will include:</p> <ul style="list-style-type: none"> • Reminder of Plastic Free status • Examples of activities previously held on stands • No raffle apart from the Mayor's Raffle for which a donation would be appreciated • Encourage visitors to engage with their stand and its activities <p>The deadline will be 9am on Friday 21st February. Applicants to be notified from 28th of the outcome of their application.</p>
7	<p>Publicity</p> <p>The previous poster will be updated and printed. The same as last year – 50 A4 posters, 2000 A5 flyers. This will be emailed to all organisations and Members to share and publicise the event.</p>
8	<p>Next Meeting</p> <p>The next meeting will be held on Tuesday 25th February at 11am in the Mayor's Parlour.</p>