

Community Fair 2019 Working Group

Monday 21st January, 2019 in the Wheal Phoenix Room at 10am

Present: Rachel Brooks, Laura Chapman (Volunteer Cornwall), Sue Shand, Christina Whitty and Mandy Hancock

Apologies: Simon Cassidy, Anna Clarke, Sandra Mitchell and Naomi Taylor

	Rachel Brooks welcomed everyone to the meeting and announced the apologies received.	Action
1	<p>Stall Bookings</p> <p>Following discussions regarding setting the eligibility criteria, invitations, the space available and the timing of the event, the following criteria for applications was decided:</p> <ul style="list-style-type: none"> • Not for profit organisations operating in the Liskeard area • Public sector advice and guidance groups • Organisations providing services to local residents • There should be no political parties <p>Priority will be given to:</p> <ul style="list-style-type: none"> • Organisations benefitting the community • Organisations having an activity on their stand that gets visitors to the Fair engaged <p>All Members will be sent the application form and asked to send it to any relevant groups/organisations they know. The form to be returned to Mandy as stated on the form by Monday 25th February.</p> <p>All of the organisations who came, or showed an interest, last year will be sent the application form this week. The application form will include a section to enter information if they are looking for volunteers. This will then be passed to the TIC and Volunteer Cornwall for the information to be placed collated and used to inform potential volunteers.</p> <p>The Community Fair will be held on Saturday 30th March, 2019, and following feedback from last year and the availability of the venue, extended to 1.30pm this year. Stall holders will be reminded that their stall needs to be set up and ready for the 10am start.</p> <p>The Mayor's raffle and bric-a-brac would be amalgamated.</p> <p>As decided at 1st May, 2018, C & E Meeting, we will not use the gazebo on the Parade.</p>	<p>MH / Mandy</p> <p>MH / TIC</p> <p>MH</p>

<p>2</p>	<p>Other Activities</p> <p>The event will promote the opportunity for people to make nominations for the Community Champion Awards.</p> <p>As last year's photography competition didn't really have much interest it was decided not to have this again.</p> <p>Entertainers will be contacted to see if they would like to perform in a 10 minute slot. This could include asking the School, the Community Choir, an accordionist and other local people. The performances can take place on the balcony so they are visible to all.</p> <p>The Town Council to have a stand to promote items like the Community Champion Awards, the Community Emergency Plan, the April litter pick and the Town Council Grants Schemes. The Youth Council can also be featured.</p> <p>If any cycling groups wished to attend they could have a space in the Hobhouse Room. It was also suggested that local activity groups may wish to have an event which either started or ended at the Community Fair. Mandy will suggest this in her emails to them.</p> <p>The Fire Service would be contacted as they are looking for recruits. They may wish to have their fire engine on the parade and direct people to the event.</p>	<p>All</p> <p>MH</p> <p>Members</p> <p>MH</p> <p>MH</p>
<p>3</p>	<p>Publicity</p> <ul style="list-style-type: none"> • Promote a free entry event that is also free for organisations to attend. • Poster/leaflet – Mandy will send Anna/Farid the details and photos taken last year for an updated poster. Using some bright/different colours would make it stand out from last year's. Once the new poster is received we will print the same number as last year. (100 A4 posters, 2000 A5 flyers) • Social media – an initial post giving details of the application form followed by an event. When the application forms are received posts will feature organisations who will be attending. • Press – A press release will be sent to all local press contacts. Cornish Times – it was hoped to get the event in the paper the week before the event and the day before. The event will feature in the Lyskerrys edition which is due on 11th March. 	<p>MH / AC</p> <p>MH</p> <p>RB / MH</p> <p>MH</p> <p>MH / RB</p>

	<p>The event will also be sent to Cornwall365 and Pirate FM for the What's On guide. It was decided not to advertise in the Local Directory. Laura Chapman has details of some local parish newsletters that she will send to Mandy which the event can be sent to.</p> <ul style="list-style-type: none"> • Banner – Updated information will be printed and stuck on the banner which was purchased last year. 	<p>MH LC MH</p>
4	<p>Other Items</p> <ul style="list-style-type: none"> • Volunteers – it was suggested that the Air Cadets be approached to see if they would be willing to help with signposting organisations to their allocated table and also when the event is underway ensuring that visitors see all areas of the Fair. • Catering – the Real Junk Food Project will be asked if they are able to come and do the catering for the event and give a % donation from their takings to the Mayor's charity. • Risk assessment – the risk assessment will be updated for this year's event. • Bunting – Rachel will contact Margaret Hawken to see if she will let us borrow her fabric bunting. This will help entice people to all areas of the Fair. • Photos – Mandy will ask Sean if he is able to take photos of the event 	<p>MH MH MH RB MH</p>
5	<p>Next Meeting</p> <p>The next meeting will be held on 26th February, 2019, in the Wheal Phoenix Room.</p>	