

Newtown Food Festival Event Planning Group (EPG)

Monday 26th August 2019 @ 7pm.

Venue: Kate's

Cheryl (Chair)

Andrew

Kate

Kevin

Agenda:

Andrew prepared two documents for meeting which took the form of the agenda and will be used to manage the minutes of this and next meeting

Discussion about the e-mail NTA received from councillor Ed Humphreys stating that the council had no prior knowledge of the formal reception previously arranged for Thursday 5th September to greet the French guests. The council had therefore not discussed the matter, made any plans for the reception and had, more importantly, made no provision for funding. **ACTION: Andrew and Kate to meet with Councillor Ed Humphreys on Wed 28th at 09:30am.**

**Document 1: Check list:**

**Gifts:**

- Make up gift plaque with Oak back mount
  - **Completed**
- Make up photo album
  - **Ongoing**
- Check with NLTC when bench will be set up prior to visit
  - **Completed**
- Prep speeches and presentations
  - **Completed** - Kate will prepare any speeches on behalf of NTA and Marie-Thé will prepare on behalf of Les Herbiers.
- Prep for Reception in Council Chambers Thursday.

- **As above - e-mail from Ed Humphreys**

### **French Village Preparations:**

- Check trestle tables, may need new Ply tops fitting
  - **Completed**
- Check chairs condition may need cleaning / painting
  - **Completed**
- Transport Tables and Chairs to French Village marquee Friday (Trailer needed)
  - **Ongoing**
- Check table cloths, paper cups and plates prior to event
  - **Completed**
- Float for all required prior to event
  - **Completed**
- Allocate jobs during event and request support from hosts
  - **Completed**
- Prep Table top menus / prices for plates and wine
  - **Completed**
- Prep Table decorations
  - **Completed** - Andrew/Kevin to glue decorations onto pieces of slate
- Day trip on Friday has to return to Newtown by 5pm
  - **Completed**
- Prep Hygiene materials for washing up French and Welsh (see prev. inspection detail)
  - **Ongoing**
- Plan out Marquee layout and setting up Friday afternoon
  - **Completed** - Cheryl/Kevin supplying in logistics car
- Collect all Fridges and set up pm on Friday
  - **Completed** - Andrew arranging
  - Transfer all products to French Village Friday afternoon and Sat Morning
  - **Ongoing**
- Check Welsh Lady costumes prior to event
  - **Completed**

- Gents suggestion: white shirt black trousers Welsh dragon bow tie
  - **Completed**

### **Products:**

- All products to be collected from producers before Thursday
  - **Completed**
- Negotiate wholesale price and sale or return with businesses
  - **Completed**
- Prep sales record sheets: Wholesale prices, retail price, qty etc
  - **Completed**
- Collect all point of sale materials from retailers / businesses with display stands, promotional materials, posters, flyers, business cards etc.
  - **Completed**
- Welsh Products: Beer Wilderness / Monty's; Cordial Ash and Elm; Newtown Craft products Liz No.1; Crafts Bloomers; Bara Brith Jo Jo; Welsh Cakes etc. Lychgate; Coffee and cake Andy?
  - **COMPLETED - Monty's now sole supplier of beer, no response from Andy in respect of coffee so no further action here**
  - Beer Wilderness has own stall on site.
  - Monty's is being sold by CAMBRA but request in for French Village to also sell.
  - Ash & Elm all confirmed by Andrew
  - No 1 confirmed by Alwena
  - Bara Brith Kate to confirm 40
  - Welsh cakes Kate to confirm 40 packs
  - Email sent to Andy Finch. **No reply - association withdrawn**
  - Bloomers not yet approached. **Association withdrawn.**
  - Andy bread. Cheryl has confirmed six baguettes on Saturday and same again Sunday. To be collected on site as Andy has stall.
- NTA own stock sales: hoodies, CD's T shirts etc
  - Andrew has in storage
- Prep displays for tables
  - **Completed**

### **Advertising, promotion:**

- Andrew to write letter to all members regarding events and to canvass interest so as to manage ticket sales. Then to carry out:
  - **Completed**
- Pay caller Kat Bond: £50.00
  - **Completed**
- Check advert and Fringe event entry in Programme FF
  - **Completed**
- Set up stall on street to promote Fringe event before the FF weekend Flyers needed
  - **Idea withdrawn**

#### **Food:**

- See Jen Monty club to check arrangements for food in adjacent lounge as agreed
  - **COMPLETED - Monty Club now supplying food**
- Discuss with Nia and Aly content of both finger and knife and fork buffet full details numbers and prices: £12.50 / £8.50
  - **AGENDA ITEM FOR NEXT MEETING ACTION - to be updated**
- Discuss Sunday evening with Ged at Bank Tea rooms to get final confirmation and details.
  - **Ongoing - Andrew to cancel Bank tea rooms.** Decision made to cancel event due to potential numbers concerned.

#### **Entertainment / accommodation:**

- Request to MYM for short musical performance Saturday evening
  - **Ongoing**
- Organise morning walks for French on the Saturday and Sunday mornings
  - **Completed** - 'Newtown Walking' - will organise
- Day trip on Friday can be scheduled for Aberystwyth and hosts may possibly be able to accompany/guide.
  - **Completed**
- Book accommodation for driver
  - **Completed**
- Allocate all with hosts
  - **Completed**

### **Urgent:**

- List from France of all attending
  - **Completed**
- List of products inc. wines they are bringing
  - **Completed**
- TENS Licence
  - **Completed**
- Insurance renewal
  - **Completed**

### **Document two: Itinerary (TO BE UPDATED)**

#### **Thursday 5th September 2019**

- Hosts and Committee meet and greet French Party. ETA at 5.00pm in the Back Lane Car Park Newtown.
- All attend the Welcome and Reception in Newtown Town Council Chambers 5.30pm - **to be updated dependent on outcome of meeting with Ed Humphreys**
- Bus Driver to check in to 'Yesterdays' with help from a volunteer
- Evening Meal spent with host family
- French chilled products and others to be taken to Manora for storage, bus to unload 6.30pm

#### **Friday 6th September 2019**

- Day of leisure for French party, visiting Aberystwyth, Bwlch Nant Yr Arian? depart at 9.00am. Hosts can join? Lunch out.
- NTA committee members to prep / set up the French Village during the day, deliver tables and chairs. time is to be confirmed but committee members asked to pencil in the day until we can confirm morning or afternoon.
- Fridges set up for Sat morning.
- Evening Ceilidh Monty Club with Ffonic 7.30pm inc. buffet. (All French, Hosts and NT Committee plus paying guests) £10.00 PP

#### **Saturday 7th September 2019**

- NTA and French committee to finish setting up the French Village at 8.30am
- French walkers depart from Back lane car park at 9.00am (See walking two day guide) NTA and French committee on FF Site (9.30-5pm)
- NLTC presentations FF site 4.00pm in TC Central Marquee FF site. (open to French visitors and NTA committee members).
  - Andrew to approach some members to ask them to cover French Village while both committees are attending afternoon tea with council
- Evening with music at the Monty Club 7.30pm (All French, Hosts and NT Committee) Knife and Fork buffet. NTA presentations gifts and speeches.
- Optional Music in the Park until late.

### **Sunday 8th September 2019**

- NTA and French committee to set up the French Village at 9.00am
- French walkers depart from Back lane car park at 9.00am (See walking two day guide) NTA and French on FF Site (9.30-5pm)
- 4.30pm clearing the French Village and loading the French Coach. Return Tables and Chairs to Geoff for storage)
- Evening meal with host families. NTA and French Twinning Committee to attend Bank Tea Rooms at 7pm

### **Monday 9th September 2019**

- French coach leaves at 7.00am all hosts to bring French guests to Coach at Back Lane car park at 6,30am

Next meeting 2nd September, 5:30pm at Kate's.

Agenda will be to specifically address the above items transferred to next meeting and to also check each item for any specific updates.

Kevin Wilson

28th August 2019.