



MILL ROAD WINTER FAIR

Committee Chair: Suzy Oakes
Postal Address: c/o AL AMIN, 100 Mill Road CB1 2BD

AGM March 24th 2011 **7.0 Baptist Church Mill Road**

An attendance sheet was passed round and shall be held by the MRWF as record of attendance. There were 23 people present.

Present from the 2010/11 committee were:

Suzy Oakes (Chair)(SO) Anne Prince (Vice Chair)
Andrew Phillips (Treasurer) (AP) Jonny Goodacre (Safety)(JG)
Clare Hedges (Deputy Safety)(CH) Caro Wilson (Secretary) Abdul Arain,
Adeline Douard, (AD) Alison McTaggart.

1 Apologies and Minutes

Apologies had been received from Andrew Bush, Miranda Gunsman, John Penney, Judith Jones , Felicity Macdonald Smith, Richard Wilson and Margaret Widdess.

The Minutes of the 2009 AGM were read and signed as a true record.

2. Chair's Report. (filed with these minutes) Suzy Oakes (SO)

- Two people had separately told SO how 'moving' the Fair was. Trying to preserve a sense that the Fair has 'something from the heart' is important to her and the whole committee. As the Fair grows it may become more difficult, but it is core to what we are trying to achieve.
- As the Fair grows the MRWF committee is becoming a central, facilitating co-ordinating body, with people outside the main committee taking responsibility for separate areas (eg Eryl Griffiths for HATS!, Mike Tabrett for ASHCOOP) The MRWF committee takes responsibility for central co-ordination of areas such as Health and Safety, Insurance, brochures, stalls booking etc. We think about 700 people were involved in one way or another in the 2010 Fair
- The Road Closure was again a huge success and SO paid tribute to the very hard work of JG and CH

- Feedback. At every Fair we try to get as much feedback as possible. This year the input of Parkside pupils has been very valuable.
- Weather. So far the Fair has been fortunate; for the last two years the forecast rain has held off till 4.30pm as the Fair is beginning to shut down.
However we do need to think about contingency plans for bad weather and any ideas or suggestions would be welcome
- Signage. Despite the brochures distributed to 13,000 households and the website, we still have complaints that people didn't know what was happening where. At the first fair, flags were hung at each venue; it would be good to try this again in 2012.
- Romsey. In the past there have been complaints that there was not enough footfall in Romsey. The Road Closure has improved this greatly. In 2012 it may be that several smaller parades may lead even more people over the bridge and as far as Cutlacks.
- Romsey Mill as a stalls venue. Romsey Mill has always been very supportive of the Fair, but despite several initiatives the MRWF committee has concluded that it is not a suitable venue for stalls. Unfortunately there are no other venues available to us, and another marquee is prohibitively expensive.
- Food Fair. MRWF will review the venue for the Food Fair as Donkey Common had proved problematic as a venue because of the muddy conditions.

A question from the floor asked whether the Food Fair could be sited in Romsey Mill. However the answer was that Romsey Mill was unlikely to wish this in their sports hall with its specialised flooring.

- Trader Participation. Those shops or venues where something special occurred such as music or dressing up etc were much more popular than those which simply offered 10% off. New ideas to suggest to traders would be most welcome.
- Thanks .

SO wished to thank everyone on the committee for their hard work and commitment.

The support from Andrew Bush is invaluable and MRWF is very grateful for his pledge to sponsor us again for 2012

Joseph Seal-Driver and Street Car provided a great service in distributing boxes of brochures and again, we are very grateful for his offer to be involved again in 2012

Thanks are due to all who show faith in the Fair by advertising in the brochure.

SO thanked several key individuals; Christine Pearce for allowing the use of the Salvation Army Centre for MRWF meetings, Sam Motherwell for allowing the use of his images, Paul Margiotta for his design work for the

brochure and elsewhere, Guillaume Tucker for his work with CAMS, Julian Price for his work with the website.

SO paid special thanks to two committee members. Adeline Douard had taken on all the tasks no one else would tackle and had carried them out with great competence and good will. Clare Hedges, Deputy Safety Officer, is standing down from the committee this year. Her contribution has been outstanding; her work for the Road Closure cannot be overestimated, her sound good sense has helped in many difficult situations and her help with policies and good practice has made MRWF a 'grown up' organisation fit for its purpose.

- SO concluded her report by thanking all those present not just for coming to the AGM, but for their commitment to the Fair. The Fair is not about the committee. It is about everyone in Mill Road

3. Treasurer. (Andrew Phillips AP)

- AP circulated the final accounts and a Treasurer's report (filed with these minutes)
- Income has increased, with revenue from stalls and advertising both being up.
- Costs had also increased mainly because of the increased cost of marquees, printing and road closure
- The bank balance shows a surplus of £5,524. This was somewhat more than the reserves suggested last year, but AP felt that in the current climate this was not an unreasonable amount to keep as a contingency fund.

Discussion from the floor supported this view

- Debts. While AP was not over anxious about stall holders' debt, debts from advertisers were more serious as the amounts were higher. AP sought feedback from the floor, and suggestions for how to deal with such debtors. Payment in advance is not feasible as the timing of the printing of the brochure makes it impractical.

Suggestions from the floor included naming and shaming in the brochure, payment in instalments, threatening small claims court, increased cost for each reminder, not allowing advertising for a new year unless full costs were recovered.

- AP welcomed discussion from the floor. Points raised included:
The number of brochures distributed attracted advertisers; advertising on a website would be less appealing
Whilst Andrew Bush's contribution was hugely valued there was room for other sponsors; maybe a specific sponsor for a specific activities (eg Food Fair)
Should stall prices be increased? Should more 'successful' or 'commercial' stall holders be charged more? Should stall prices for MRWF be the same as for other similar events?

MRWF was valued as a community event where anyone could participate easily. It is not designed to make money

AP and SO thanked all who commented from the floor. Much of what had been discussed had been the subject of continuing debate throughout the year, and would continue to be so.

4. Safety Officer's Report (Jonny Goodacre JG)

- JG outlined the work of the Safety Officer in looking after all aspects of security: risk assessment, insurance, stewarding, management control etc.
- An important part of the work was liaising with the Safety Advisory Group, consisting of the Fire Service, Police, Ambulance Service, City and County Councils and which is chaired by Jas Lally. JG thanked all involved in this very supportive group.
- 2010 had seen an increased road closure from Tenison Avenue to Coleridge road. This had been very successful, but also highlighted safety issues between East Road and Tenison Avenues, exacerbated by the narrow pavements in this area.
- For this reason MRWF has applied for full road closure from East Road to Coleridge Road for 2012. This will, however, involve more work in managing new issues and an increased cost.
- JG thanked CAMBAC (Cambridge Businesses against Crime) for the use of their radio system which had proved most helpful in 2010
- There had been no serious incidents in 2010 but the Safety Team was always looking for improvements. Managing cars coming in from side roads was a challenge but they were working with TMS (Traffic Management Systems) to address this.
- JG paid tribute to the work of the stewards whose commitment was invaluable. More would be needed if the increased road closure was granted, and different practices might be introduced.
- JG thanked St John's Ambulance, Jas Lally and the Safety Advisory Group, Eddie Fisher, TMS, the Regent Language School, and the PCSOs whose support had been invaluable.
- He ended his report by paying tribute to Clare Hedges whose title Deputy Safety Officer gave no clue to the huge amount of work she had done particularly in securing the road closure where her negotiating skills had been invaluable. Her energy and commitment were amazing and she would be much missed.

5. CAMS and Website (Adeline Douard AD) (report filed with these minutes)

- CAMS, designed by Guillaume Tucker, is a Computer Aided Management System which allows members of the MRWF committee to share information. It is still under development.

- CAMS holds contact details of people and organisations who take part in the Winter Fair
- It provides administration facilities such as mailing lists and invoice tracking
- It can receive online applications for various activities. In 2010 this was available for stall holders only, but it will be available for others during 2011.
- It keeps track of the Winter Fair programme and shares it with www.millroadwinterfair.org
- Its use is regulated by the MRWF Data Protection Policy which is displayed on the website
- In 2011 Julian Price will take committee responsibility for working with Guillaume Tucker
- www.millroadwinterfair.org has been developed by Julian Price and designed by Paul Margiotta. It allows automatic updating of the programme and makes it searchable.
- The website will develop throughout 2011. At present it contains a welcome message in a variety of languages, Events listing. Useful Information (including Getting There, Safety, Road Closure) What is MRWF (including history, constitution, policies) Photo Gallery (linked to MRWF Flickr account) Contact us, and a Supporters and Get Involved page which allow links to websites of sponsors etc and provides tangible benefit to them.
- A mobile version has been developed by Pawel Zareba which allows smart phone users to check programme throughout the day.
- The website will continue to develop thanks to Julian Price and Nick Welch.

6. Charity Registration (Clare Hedges CH)

- CH explained that the Fair's size and income now made it proper that we should apply for registration with the Charity Commission.
- Granting of registration is in no way certain, but we need to be in dialogue with the Commission to clarify our status.
- Registration would allow funding application to various Trusts and Foundations who only give to registered charities. It would allow online giving and Gift Aid.
- There are many questions being asked: are our objects exclusively charitable? Who do we benefit and how do we measure it? How do we make sure people are not excluded etc etc.
- One of the issues raised by the Charities Commission was that it should
- be ensured that not-for-profit stalls should be encouraged.
- Even if registration is not granted the exercise has been valuable as it has forced MRWF to examine its objects and practices and to develop the

policies which had been circulated to the floor: Data Protection, Conflict of Interests, Safeguarding Children and Valuable Adults.

CH was thanked by SO and the floor for her hard work over this.

7. Election of 2011/2012 Committee (SO temporarily gave Chair to CW)

The following had been nominated and seconded for election (Nomination forms filed with these minutes. *Nominations are called for in cascade and at Volunteers meeting*)

Suzy Oakes: Chair
Andrew Phillips: Treasurer
Jonny Goodacre: Safety
Caroline Wilson: Secretary
Abdul Arain
Adeline Douard
Alison McTaggart
Julian Price
Anne Prince.

The above were unanimously elected.

8. Agenda Item. Feedback from Sponsors

This item was cancelled in the absence of Andrew Bush.

9. AOB.

- Thanks were expressed by Muriel Dahan. Although her stall had been in Romsey Mill where footfall had been disappointing, she wanted to pay tribute to a very well organised event
- Kati Preston expressed thanks for a brilliant road closure
- Jo Muller enquired about applying for a stall (contact details noted and passed to AD)
- Clare Hedges led warm thanks and a round of applause for Suzy Oakes and all of her hard work.

The meeting closed at 8.40 pm.