

Chair: Andrew  
Postal Address: c/o  
Road CB1 2BD



Phillips  
AL AMIN, 100 Mill

[www.millroadwinterfair.org](http://www.millroadwinterfair.org)

## **ANNUAL GENERAL MEETING**

Thursday March 22nd 2012

Baptist Church Mill Road

7.0pm

### Present.

Twenty four people attended the meeting. A signatory sheet was passed round and the names are recorded and filed with these minutes.

### From 2011/12 Committee

Jane Brooks  
Jonathan Goodacre  
Alison McTaggart  
Fiona Smith  
Andrew Phillips  
Julian Price  
Anne Prince  
Marisa Sutherland Brown  
Caro Wilson

### 1. Welcome from the Chair

- In his opening remarks Andrew referred to the huge impact the death of Suzy had made, and said that the committee had tried to make the 2011 Fair a fitting monument for her, with Ssh for Suzy being a moving tribute.
- Estimated numbers were between 15,000 and 20,000 and the biggest challenge was to maintain the inclusive, friendly, local nature of the Fair in the face of its growing popularity.
- His report would outline the way the committee is organised and the nature of its activities and responsibilities.
- He stressed that anyone was welcome to seek nomination to one of the committee roles, or to seek co-option later to assist in one of the committee areas.

## 2. Apologies and Minutes

- Apologies had been received from Abdul Arain, Adeline Douard, Kath Austen and Dave Holingsbee. Felicity Higginson Murial Duhan Lucy Walker and Louise Walker
- The minutes from the previous AGM on 24th March 2011 were accepted and signed.

## 3. Report from the Chair: Andrew Phillips

Andrew's report is filed with these minutes and available with them on [www.millroadwinterfair.org](http://www.millroadwinterfair.org).

Points included:

- The structure of the Fair Committee is being changed somewhat to reflect actual practice so that each of the voting members is responsible for a particular topic. There will be a Chair, Vice Chair, Secretary, Treasurer, PR and Marketing officer, and Safety Officer as required by the Constitution, together with Co-ordinators for Stalls, Romsey, Petersfield, the Brochure, Volunteers and the website. Other non-voting members can be co-opted at any time
- The committee is not and cannot be responsible for all that happens in the Fair. It provides and is responsible for the infrastructure; the road closure, brochure, marquees, stalls etc.
- Many other people have taken responsibility for different events and activities: eg, Eryl Griffiths, HATS!, Kay Blayney and Ruth Sapsed Parades, Elizabeth Harrington and Peter Daldorph Buskers and so on. The MRWF committee will co-ordinate these, but does not directly organise them
- Traders organise their own contributions. Again the MRWF committee will assist and co-ordinate, but does not directly organise or take responsibility.
- The Fair also relies heavily on many different volunteers to whom the committee is very grateful. Andrew commented 'The Fair committee are facilitators and should not be considered the main organisers of the Fair—that's you, and you do a great job.'
- The total road closure this year was a major success with the view from the bridge being truly memorable. There were some issues but these will be addressed during the year.
- The Fair needs more feedback, from traders and charities in particular. An idea of how they had done on the day would be of real benefit both to our planning and for grant applications.
- The website [www.millroadwinterfair.org](http://www.millroadwinterfair.org) is the best place to record and submit feedback

- Signage had been improved but as ever more needs to be done. Work is being undertaken to rethink the brochure, but new ideas are always welcome.
- At some times and in some venues, such as the marquee and Food Fair, there had been worries about overcrowding; an issue which would need to be addressed.
- Romsey Mill had been a successful venue for HATS and children's activities and the Hope St Yard stalls had been popular but there was still a real need for venues in Romsey and ideas were welcome.
- Ideas are also welcome to pass on to traders looking to participate simply and without great expense but in imaginative ways.
- Special thanks were due to
  - i. Our Sponsors: Andrew Bush, Anglia Ruskin, Cambridge Building Society, and LaBute (printers)
  - ii. The many local traders and organisations who advertise in the brochure and increase our income that way
  - iii. All who help with brochure delivery including in particular ZipCar and Outspoken Delivery.
  - iv. The City and County Councillors and officers who are unfailingly helpful to us,
  - v. The Safety Advisory Committee and its chair Jas Lally
  - vi. Christine Pearce of the Salvation Army Centre
  - vii. Linda Leigh of Ditchburn Place
  - viii. Sam Motherwell for the use of his illustrations and his work organising the Art exhibition
  - ix. Anglia Ruskin and Will Baker for the use of the Drama Centre and their help during the day.
  - x. Izzy Maxwell Watts for her programme of events at Ditchburn
  - xi. Nick Walsh of Mono Industries for his design of the brochure and website
  - xii. Guillaume Tucker for his tireless work on the fair's online address book.
  - xiii. The hard working committee, and especially the new members Julain, Jane Marisa and Fiona who had contributed so much at short notice and with little time for preparation.
- Andrew concluded his report by saying 'Each year the Fair seems to grow, and at the same time maintains a very special, unique sense of being 'local'. This is because the Winter Fair is not really a one day event but a year-long association of ideas, where local people who would not normally have any contact work closely and warmly together – not just the Committee, but in groups all over the area. Without the wholehearted involvement of a huge number of people the Fair would not be a success. Thank you.'

#### 4. Report from the Safety Officer: Jonathan Goodacre

- Jonathan paid tribute to the traders who had all been consulted about the road closure and who had been supportive and helpful, as had the residents in the 'landlocked' streets.
- There had been some issues this year with both the initial closing and the final re-opening of the road. Some performance schedules would need to be changed to prevent thronging on the bridge as the traffic restarts.
- Some cars do need access and are entitled to it. A system whereby some stewards were scheduled specifically to help them had worked well.
- Jonathan paid special thanks to
  - i. Stagecoach
  - ii. The Safety Advisory Group
  - iii. Eddie Barcan, Nicky Webb and Kath Singer for their help in Safety HQ
  - iv. St John's Ambulance
  - v. The PCSO's for their sympathetic support
  - vi. Regent Language School for the use of their building as HQ
  - vii. The sixty hardworking and helpful stewards.
- Application has been made for a road closure for the 2012 Fair.
- Each year new risk assessments are made, the management control document is reviewed, all practices are scrutinised. Everything possible is done to make sure the Fair is safe for its many thousands of visitors.

#### 5. Report from the Treasurer: Andrew Phillips.

The Treasurer's report and accounts were available to everyone. They are filed with these minutes and will be posted on [www.millroadwinterfair.org](http://www.millroadwinterfair.org)

Major points included

- The accounts had been independently verified.
- The 2011 Fair had broken even though there had been fears it might not have done.
- In the accounts the yearly cash flow is now shown separately.
- Our income from sponsorship is extremely valuable and the Fair is very grateful for their support.
- The reduction in Council Grants has had a severe impact on the Fair's income.
- The Fair has one significant and serious debtor
- Road closure costs have increased as the distance covered is now greater
- Signage costs increased but were offset by a council grant

Some general discussion took part at this stage in the meeting, but will be recorded at the end of all the reports.

#### 6. Website: Julian Price

- One function of the website is to reduce work for committee and participants by having all forms and documents online (eg stall applications, events listings, feedback forms, committee and safety documentation)
- The website is now available on mobiles.
- Contributions to the photo and video galleries would be very welcome
- We seek a photograph of Father Christmas with the Tai Chi performers; it is known that this was photographed but the website has not yet received a copy

## 7. Discussion.

A lively discussion followed on many aspects of the Fair. These minutes will summarise the main points under headings

- Competition to traders
  - i. Do the Food Stalls represent a threat to the Traders? They come in for one day only, are charged too little and make large profits whilst traders face increasing steadily increasing costs throughout the year.
  - ii. There is considerable concern about 'random' food sellers, either traders who take the opportunity to sell food on the day when this is not their normal business or people selling from their own houses or gardens.
  - iii. There is concern that food safety regulations are not being adhered to by these sellers and that an outbreak of food poisoning would have a serious negative impact on the Fair.
  - iv. The Fair is now too much about food, people are not going into shops to buy as they have food in their hands
  - v. The Fair had been started to bring people into the shops during a difficult time of the year. This intention was being undermined by, in particular, the Food stalls and traders selling food when that was not their core business
  - vi. Fiona stated that all Food Sellers at the Food Fair did meet all the necessary food safety requirements and had the necessary documentation to prove it.
  - vii. Andrew shared some of the concerns listed above but felt that much could be achieved if traders got together to work out their own agreements and to come up with imaginative ideas to bring people in. The Fair Committee could not police all activity on the day. Events not listed in the brochure were not covered by the Fair's insurance, and the Fair would not accept responsibility for them.
  - viii. One trader present shared the concern about other traders selling food when it was not their core business but felt that the efforts his staff had made to dress up and enter into the spirit of the Fair had paid off. His takings were always significantly up on the day of the Fair.

- ix. A balance needed to be struck between bringing things in that would entice visitors to the road and thus to the shops, and relying solely on the shops to promote their business.
- x. Andrew asked that those speaking on behalf of traders would give evidence based feedback on the website in order to facilitate committee discussion and planning. This was agreed. **Such comments should be received by June 1st 2012**
- Stalls
  - i. Were all stalls too cheap, and the marquees unnecessary?
  - ii. Priority was given to local stall holders and organisations and care was taken not to admit stalls which were too commercial. A much higher cost would deter some valuable local stall holders.
  - iii. Some stall holders were happy to be outside; others definitely needed cover.
- Brochure
  - i. Will we continue to get advertisers with many traders facing steadily increasing costs?
  - ii. Will the website obviate the need for the brochure?
  - iii. Is the brochure too full and crowded?
  - iv. The purpose and design of the brochure is under consideration.
  - v. One of its purposes is to make sure that all the 10.000 households to which it is delivered do know about the Fair, and in particular about the road closure
- Romsey
  - i. Might the newly reburished St Phillips or the Baptist Church be a good venue for general stalls?
  - ii. Might there be a suitable venue for the Opening in Romsey this year?
- Festive Lights
 

Abdul is in discussion with David Hollingsbee about the future organisation of the Lights. They are not at present organised by the Fair Committee but the Fair may become more involved. Everyone wants to see the road lit up and the news that there is a search for more suitable trees is especially welcome.
- Tribute was paid to the very hard work of the committee and many positive comments were made, particularly about the music and parades.

#### 8. Election of Officers and Committee.

- Andrew asked if there were any nominations from the floor. None were forthcoming.
- Caro as secretary read out the nominations already received:

POSITION	NAME	PROPOSED BY	SECONDED BY
Chair	Andrew Phillips	Caro Wilson	Julian Price
Vice Chair	Abdul Arain	Caro Wilson	Anne Prince
Safety Officer	Jonathan Goodacre	Caro Wilson	Julian Price
Secretary	Caro Wilson	Adeline Douard	Jonathan Goodacre
IT	Julian Price	Fiona Smith	Jane Brooks
Co-ordinator for Stalls	Fiona Smith	Julian Price	Jane Brooks
Co-ordinator for Brochure	Alison McTaggart	Jane Brooks	Anne Prince
Co-ordinator for Volunteers	Adeline Douard	Julian Price	Fiona Smith
Co-ordinator for Petersfield	Jane Brooks	Fiona Smith	Julian Price
Co-ordinator for Romsey	Anne Prince	Jane Brooks	Caro Wilson
PR	Marisa Sutherland Brown	Andrew Phillips	Caro Wilson

- All the above were approved.
- The Fair still seeks a Treasurer

#### 9. AOB

- Andrew asked for suggestions for storage for the Fair.
- Kevin Blencowe will ask if there is any space in the Depot which would be a very useful site given that it is central to the road

There being no further business the meeting closed at 8.40 with thanks to the Baptist Church for hosting it.