

**Minutes of Godmanchester Community Association Meeting – Wed 7<sup>th</sup> September  
2006**

The September GMCCA meeting was held at 20.30 in the Comrades Club.

**Attended by:**

Dave Brown  
Keith Chapman  
Nina Collier  
Helen Galer  
Patrick Hull  
Jean Morgan  
Alan Suter

**Apologies:**

Elwyn Hughes

**The following items were discussed:**

The Bonfire Night celebration is to be held at Judith's Field on Sunday 5<sup>th</sup> November 2006 and the following issues discussed:

Following discussions at the July 2006 meeting, Alan Hooker is requested to confirm funding and subsequent purchase of fireworks has been arranged.

**Licences:**

Event & Drinks licences will be required. Dave Brown agreed to liaise with the Town Clerk, Madelaine Liddiard, as to the procedure to be taken by GMCCA or seek her agreement to submit an application on behalf of the GMCCA.

**Event Insurance:**

Alan Hooker is requested to confirm that Insurance has been secured for the event (nominally 1500 – 2000 people likely to attend)

Stuart Bond is requested to nominate an 'Event Co-ordinator' who will liaise with all players and compile a list of activities, and oversee and co-ordinate them on the night. This person will be the agreed point of contact for all organisational queries, communications and timings. Stuart may be willing to fill this role or nominate another willing person.

**Ex meeting note:** It may be prudent for the event co-ordinator to have contact numbers of duty medical and police personnel on the night to ensure immediate contact in an emergency; this list may include as many volunteers numbers/call signs as possible up to the limit of available radios in use on the night.

Alan Hooker is requested to confirm authorised entry points to Judith's Field and the number of volunteers required to man them on the night.

David Brown agreed to liaise with the Town Clerk to ensure keys to the removable post adjacent to the Pavilion are available to a responsible person [Pavilion cleaner / the event co-ordinator (tbd)] by Friday 3<sup>rd</sup> November in order to provide access to bonfire assembly crews, refreshment / children's rides contractor and subsequent restoration of site security after festivities on 5<sup>th</sup> November.

David Brown agreed to liaise with the owner of Roman Way Industrial Site on what the status of secure fencing will be on 5<sup>th</sup> November if possible and provide feedback at the October GMCCA meeting.

Stuart Bond is requested to write to the local Police Inspector requesting Police assistance to set up no parking cones on London Road, A1198 and other roads deemed appropriate prior to commencement of festivities on the 5<sup>th</sup> Nov and request attendance and support of P.C.S.O.s on the night. Stuart may consider a request be submitted prior to the event to companies in the adjacent Industrial Estate for use of their parking slots on the night.

**1<sup>st</sup> Aid Cover:**

It was proposed that a 1<sup>st</sup> Aid facility be provided within the Pavilion in case it should be necessary. Dr Becker and Dr R S Weyell will be asked to confirm they are content to provide medical cover on 5<sup>th</sup> November.

**PA System:**

Alan Hooker is requested to confirm he is content to co-ordinate and manage the PA system on the night.

**Lighting:**

Alan Hooker is requested to confirm he is content to co-ordinate and deliver the lighting equipment on the night

**Siting of Fireworks and Safety Zone Markings/barriers and fire buckets:**

Alan Hooker and Charles Looker are requested to confirm they are content to co-ordinate and manage this on the night.

### **Yellow Vests / Radios:**

Alan Hooker and Stuart Bond are requested to confirm they are content to co-ordinate the issue and use of Yellow Vests and Radios on Bonfire night and instruction on correct usage.

### **Advertising:**

Alan Looker is requested to produce and provide a master copy of the (A4 sized) Bonfire Night advertisement and pass copies to Godmanchester Community School (Attn Shirley Brown) and St Anne's School (Attn Jean Morgan) to produce sufficient copies for event.

Proposed location of adverts are as follows:

Tim the Butcher  
Comrades Club  
Town Hall notice board  
QES Notice Board  
London Road Notice Board  
Unwins (Threshers off licence)  
Roman Gate Doctor's Surgery  
Church Notice Boards (subject to prior agreement)  
Vicarage wall notice  
OAP homes in West Street, St Ann's Lane  
A1198 Junction  
Cambridge Street / the Causeway junction roundabout  
Wood Green Animal Sanctuary  
The Black Bull / White Hart / Royal Oak and Exhibition public houses (subject to landlord's agreement)

### **Bonfire Assembly:**

Charles Looker is requested to co-ordinate the building of the Bonfire ready for lighting on the 5<sup>th</sup> Nov.

### **Signs:**

It was proposed that the manufacture and siting of information signs showing location / direction to '*Entrance*', '*1<sup>st</sup> Aid Point*', '*Lost Children*' or '*Refreshments*' etc be co-ordinated by Alan Looker and/or Roy White.

### **Admission Fees:**

It was proposed that the cost of Admission fees be determined at the October meeting however all agreed that a policy of discounts for tickets purchased early should be encouraged as this will also give some insight to the numbers expected on the night. It

was also confirmed that tickets would be made at Godmanchester Community School as had been the practise in previous years (point of contact - Shirley Brown).

**Penny for the Guy Competition:**

As in previous years, each of the schools would make a Guy and present it for judging by the Town Mayor on the preceding Friday (3<sup>rd</sup> November) Time and location to be agreed between the Mayor and headmasters of each school. Patrick Hull agreed to arrange for a request to be sent to the Mayor to judge the Guy competition and award a prize?

(Any suggestions for a suitable prize?)

Charles Looker is requested to confirm that he would collect the Guys after the Mayor's competition, hold in safe custody and deliver them to the Bonfire on the 5<sup>th</sup> Nov.

**Lighting of the Bonfire by the Gala Queens:** (Comms required to address the crowd)

Alan Suter agreed to co-ordinate the lighting of the bonfire by the Gala Queens.

**Children's' Rides and Beef burger Sales:**

Alan Looker is requested to organise and co-ordinate the positioning and setting up of Harris? To be completed by 16.30 hours on the 5<sup>th</sup> November. Confirmation to be made at the October GMCCA meeting.

**Pavilion Refreshment facility:**

Alan Looker is requested to confirm he is content to supply and deliver to the pavilion, stocks of soft and alcoholic drinks, Ribena, Tea, coffee and crisps etc to enable Helen Galer and volunteers to sell on the evening.

It was confirmed that Mulled wine provided courtesy of Dr Martin Becker was a popular sale in previous years and if he is content to provide the same this year it should be delivered at a time/place to be agreed between Dr Becker and Helen Galer.

**Clean up teams:**

The Community Association is agreed to arrange, and pay for, attendance by the cleaner to recover the pavilion immediately after the Bonfire night festivities. As Bonfire Night falls on a Sunday this year, this will be particularly important to ensure any function rooms already booked through the Town Clerk are not disadvantaged on Monday 6<sup>th</sup> Nov 06.

Alan Hooker is requested to confirm arrangements have been made with Linda Carter.

Volunteers are required to assist with:

- a. clean up inside the pavilion on the 5<sup>th</sup> after cessation of festivities
- b. clean up the site at a time (to be agreed) the next morning [Monday] to leave the site clean

**Illuminated Necklaces:**

Brenda Hennesy is requested to confirm these will be available again this year as they were very popular last year.

**Thank you letters:**

It was agreed that ‘thank you’ letters be sent to key supporters of this years’ event without whose generosity and or practical help would have failed to make this such an enjoyable occasion to the towns’ people.

Suggestions made on the evening included:

The Mayor	Use of Judith’s field
Town Clerk	Assistance obtaining licences and
Gala Queens	Lighting of the Bonfire
Police	Assistance with PCSOs and Cones
John Laine	Continued support (nominated by Patrick Hull)
Any other individual or group agreed during the lead up to the Bonfire night.	

There being no further business or issues the meeting closed at 22.00 hours.

Dave Brown (Temporary Secretary)

