

Minutes of Cambridge Road Estates Fun Day Working Party Meeting held on Wednesday 16th February 2011 in Tadlow

Present: Jill Preston (Chair) [JP] Doreen Gardiner (CREst) [DG]
 John Higson (CREst) [JH] Des Gordon (Res Part) [DesG]
 Dennis Austen (RBKRP) [DA] Sandra Johnson (RBKRP) [SJ]
 Jason Rogers (RBK) [JR] PCSO Lynsey McCormack [LM]

1. Apologies and introductions

Sheila Griffin

2. Debrief from 2010 Fun Day

JP presented draft accounts from 2010 event explaining that these were unaudited so not yet for publication. However, the figures indicate that the 2010 event came close to breaking even.

3. Format for 2011 Fun Day

JP asked those present to suggest a date for the 2011 event. It was agreed that the event would be brought forward this year and be held on 20th August.

DesG reported that in the future the event will not receive support from either Smith & Byford or Mears due to the economic climate. DG questioned whether this would include help and support on the day. DesG responded that he was not even sure if they plan to have a stall at the event. He went on to report that in the future the Resident Participation team will be pulling back from the event which will mean that CREst will now have to take over the outstanding administrative workload. JP questioned how this would affect the arrangements for the 2011 event – ie: Would DA be booking the entertainments and SJ be assisting with booking the meetings ?. DesG responded that this would be ok for this year.

4. Finance:

- a) **Budget for 2011** All present reviewed the draft accounts from 2010 event and agreed that the budget should remain as close to 2010 as possible. However, it was noted that external funding will be reduced so additional fundraising events by CREst are needed. JP also reminded those present to remember that VAT needs to be included as a cost as CREst are not VAT registered.
- b) **Fund Raising** CREst have been allocating all funds raised throughout the year to the Fun Day budget and will continue to do so. In addition to this they plan to increase the frequency and venue of garage sales. It was agreed that items such as the Fair costs needed to be reviewed with the possibility of actually purchasing some giant inflatable's being explored. This would then in turn generate revenue in future by renting the equipment after the event. JP agreed to pursue this.

5. Action Plan for 2011:

- a) **Agree deadlines** It was agreed that the deadlines on the Action Plan be amended to reflect the earlier date of the event. JP to action
- b) **Agree areas of responsibility** – Those present went through the Action Plan and allocated tasks in the normal way.

6. Any Other Business

JP asked DesG if there was a possibility that the Community Shop and all of Madingley Green would be available this year. DesG agreed to keep everyone updated as to progress.

JR asked if there was any likelihood that CRERA would be involved with organising the 2011 event. JP stated that it seemed unlikely for this year but that CRERA reps had been invited to help at the 2010 event but had failed to respond.

7. Date of next meeting

Thursday 10th March at 11am, Tadlow. SJ to confirm.