

For Decision – Coddendam Parish Fete

Coddendam has a long tradition in holding a Parish Fete, both to bring community together and to raise money for parish organisations.

Despite the Queen's death two days beforehand, the parish went ahead with the Fete in 2022 on 10th September as it was felt to be in keeping with Her Late Majesty's desire that communities should celebrate what they share. The Fete was regarded as a success especially as it was the first 'all community' event post pandemic.

Immediately after last year's event the intention of some was to have a Fete in 2023 and annually thereafter. On reflection the consensus was that the work involved in putting a Fete on was too greater burden to the 'usual suspect volunteers' and that a more sensible approach was to make it a biennial event, with something simpler to be held in the intervening years. The idea was also hatched that rather than attempting to pull together a separate Fete Committee to prepare for and to run the Fete, that a model which is successful in other parishes is adopted whereby each parish organisation takes responsibility for an aspect of the Fete, using the CCRG as a vehicle to coordinate everything.

Saturday 31st August 2024 has been selected as the chosen date for the Fete next year. This avoids similar events in adjoining parishes and provides an opportunity to celebrate the end of the summer holidays prior to schools returning. As in previous years the Fete will be held at The Coddendam Centre.

The attached sheet is the first draft of the Fete outline, with initial suggestions as to which organisations should be responsible for each aspect of the Fete. (Please Note that members of the CCRG, together with a resident who might act as overall coordinator are due to meet on 31st August to produce a fuller document for discussion within member organisations. This will be available for the meeting of the Parish Council to be held on 4th September, but the suggested responsibilities for the Parish Council are unlikely to change).

There are four areas that members of the Parish Council are asked to be responsible for:

- Flower and Vegetable Show
- Games e.g. Coconut Shy
- Raffle and Tombola
- Volunteers list, assignment and attraction of new members

Where possible we are asked not to use volunteers who usually assist other organisations, which probably means that in addition to ourselves we ask spouses/partners to help us. As current CCRG liaison, I'm very happy to be the Parish Council's overall coordinator and to do as much as I can to limit the impact on other councillors. However, there will need to be some involvement before the event and full commitment on the day itself.

Councillors are asked to commit Council to support the Fete as outlined, including taking responsibility for the specific areas listed above. In due course councillors will be asked to say which specific area they will assist with.

Cllr Mills

22-Aug-2023

Coddenham Community Fete 2024 – outline summary

Date: 31st August 2024

Time: 2pm to 8pm

Venue: TCC

Overall Co-ordinator:

Fete Committee Members: Overall coordinator plus representative assigned by each Parish organisation.

Concept: Traditional Parish Fete, drawing in all sections of the community (something for everyone) and visitors, involving all Parish organisations (including a sales pitch for future volunteers) and extending into the early evening for a short concert.

Expectation: all Parish organisations will give of their time without direct organisational financial benefit

Surplus proceeds beneficiaries: 50% to future Fete/Picnic Fund; 50% to support community-based activities which draw residents together, especially those in danger of isolation e.g. Coddenham Connections, Mothers & Toddlers.

Responsibilities:

Area of Responsibility	Organisation Responsible	Lead Person	Status
Overall Risk Assessment	TCC		
Licencing	TCC	Andrew MacPherson	
Promotion - including signage throughout the Parish and beyond	TCC		
Volunteers list, assignment and attraction of new members	Parish Council	Nick Mills	
Ground preparation including Marquee erection	TCC	David Wythe	
Children's Entertainment	TCC	Debbie McDonnell	
Adult (Music) Entertainment			
Car Parking			
Bar	The Country Club		
Catering inc Hiring In	PCC		
Games e.g. Coconut Shy	Parish Council	Nick Mills	
Dog Show			
Flower and Vegetable Show	Parish Council	Jane Soanes	
Raffle and Tombola	Parish Council		
Stalls e.g. Bric-a-Brac	Community Shop		
Take down	TCC	David Wythe	
Bad weather contingency			

Note: many responsibilities will be largely to plan and oversee, not necessarily deliver