# Hatherleigh Festival Committee Meeting

Committee Meeting Minutes *(draft)*

**Date and place of Meeting**: 22nd November 2017, 8pm at The George.

**Committee Members Present**:, Gemma Denham, Steve Carter, Steve Attfield, Ben Whiting, Greg Bushell, Rupert Brandon-King, Meg Hanson, Josie Lloyd, Alan Durrant, Chris Syver, Ben Bailey, Clare Tyson, Alan Beaman

1.  **Apologies for Absence**

John Morris, Luppo Deipenbrook, Rachel Laycock, Neil Price, Sue Price, Eliza Squire, Claire Gladstone, Sally Vick

2. **Minutes of the previous meeting for approval**

 No minutes available.

3. **Matters arising from the previous minutes:**
 None

4. **Officers’ Standing Reports** with discussion and actions arising

1. **Chairman’s report**The Chair reported that last year was a success with diverse Arts, Drama and other events. Overall the Festival Committee met its aims within budget.

1. **Treasurer’s Report**

The Treasurer reported that last year suffered a small loss. The Committee held £11,867.00 in the bank. Income last year was up by around £1300.00 (13%) compared to 2015 but costs were up £1500.00. Overall loss was £157.00 compared to a profit of £11.00 in 2015. The ChilliSkate was the most profitable event of last year with over £1000.00 more income than the main festival event. The main festival event generated a loss of nearly £1900.00. This amount was almost entirely funded by the profits from the ChilliSkate. The Chairman emphasized the need to keep £10K as a working float for future events.

The Accounts were presented and approved unanimously by the committee.

 c. **Secretary’s Report**

Nothing to report.

5. **Dates and ideas for next Festival**

 Following discussion, it was agreed that we would pursue 3 events as follows:

1. A May Bank Holiday fund raiser – Bank Holiday – date Saturday 26th May 2018
2. Main Festival event (Thursday 19th – 22nd July 2018)
3. A mid-September fund raiser – Mid-month weekend. Possibly 15th September 2018

**Please note: All To be Confirmed**

The Chair reminded the meeting that this would require individuals to volunteer to organise and run each event. **ACTION: All** members to feedback ideas for events and dates to Chair. The meeting agreed that it would be useful to post ideas onto Google docs or similar platform **ACTION: Chair** to set up docs. Josie presented ideas for a photography competition.

6. **Roles to Fill**The meeting discussed who would undertake the various roles with the following agreements:

Volunteer Coordinator Josie (Josie to draw up list **ACTION Josie**)

Source Bands Josie

Press & Publicity The Chair had someone in mind – to follow up **ACTION: Chair**

Stagehands Steve Hatfield, Ben Whiting, Greg Bushall, Rupert Brandon-King, Ben Bailey

Exhibition Volunteer Coord. To be decided\*

Social Media and Web Meg Hanson

Events Coord. and Fliers Josie and Steve Carter

\*The meeting discussed whether to hold exhibitions or different types of events. This would emerge from ideas in item 5 above.

7. **Marquee Proposal**

The meeting discussed at length the proposal from Hatherleigh Carnival Committee for the purchase of a flexible-type marquee for the Town Square. This would be funded by The Moor Committee and be available for various town organisations including The Carnival, The Festival, The Silver Band etc. Only the largest organisations would be expected to pay an erection fee (suggested at £200) with the manpower provided by The Carnival Team. The marquee would be expected to last 20 years, with third-party liability covered by The Carnival Committee. Annually, we pay £2.5K for the provision and erection of the Festival marquee which has been funded by The Moor Committee. If the new flexible marquee is funded by The Moor Committee, then they would no longer fund our marquee, so it is important that this new marquee meets our needs. Therefore, The Chair proposed that a festival representative (Ben Whiting) should work with The Carnival Committee to ensure the new flexible structure will meet our needs**. ACTION: Ben Whiting** The proposal for a marquee was approved by the committee.

The Chair thanked the Carnival Reps. for presenting the idea and warmly welcomed both the proposal, and the inclusive manner in which The Carnival Committee wished to proceed.

The Carnival Rep. also informed the meeting that they would provide a 30amp connection in the town square.

8.  **Constitution**

The Chair informed the meeting that The Constitution would be distributed for review by members **ACTION: Chair.** The Chair would also update the distribution list of the committee to reflect actual attendance and involvement **ACTION: Chair.**

9. A.O.B.

Josie suggested that if we had a suitable idea, Lottery Funding might be a good source of funding for our idea.

**Date of next meeting**

 Wednesday 10th January, 8pm, The George

End 9.30pm

Minutes Approved:

………………………………………………… Chairman

…………………………………………………. Date