

# Hatherleigh Festival Committee Meeting

Committee Meeting Minutes (*draft to be approved*)

**Date and place of Meeting:** 21<sup>st</sup> March 2018, 8pm at The George.

**Committee Members Present:** Steve Attfield, Ben Bailey, Steve Carter, Alan Durrant, Meg Hansen, Josie Lloyd, Monica Jones, Joe Picarella, Ben Whiting.

## 1. **Apologies for Absence**

Sally Vick

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

No corrections were raised during the meeting.

## 1) 3. **Matters arising from the previous minutes:**

**ACTION Chair**, to talk to Christian (The George) and Ady (Tally Ho) about a better deal and also to The Tally Ho about clearing up since most of the debris is from The Tally Ho.

Ben B. is still pursuing the idea of projecting images onto the town square houses but this is somewhat dependent on the marquee. To follow up **ACTION Ben B.**

Ben B. and Ben W. are still following up on the idea of a Street Performer **ACTION Bens.**

## 4. **Officers' Standing Reports** with discussion and actions arising

### a) **Chairman's report**

Sally asked via email that the meeting was informed that The St. Andrew's Singers will be putting on a concert at the Parish Church on Monday 23<sup>rd</sup>.

b) Street Performers, the meeting agreed max. £500, better if around £350 for 1 hour slot on stage and some informal act in street. **ACTION Bens** to follow up.

c) The Chair confirmed The Samba Band is going ahead.

d) Sound Engineer (Phil Tame) booked £100 per day.

e) Fundraiser 'RAVE', now 7<sup>th</sup> April.

f) Geese going ahead.

g) Schools window dressing, 5 windows with each dressed by a class from the primary school. Dennis Bater providing details / images of old buildings in Hatherleigh. Focus will be on The Square and Market Street.

- h) Greg progressing list of donors, however he will need help with folding **ACTION Greg**.
- i) Rob Pudner not available to be MC on Saturday afternoon for goose racing, but Benny suggested, **ACTION Alan**.
- j) **ACTION Alan** to speak to Benny re World Cup and if Youth Football want to be involved in Festival.
- k) Marquee: Hopefully Moor Committee will still fund, but it might not be in place for July. **ACTION Chair** to discuss with Moor Committee.
- l) The Chair reported the photographic Competition will now not run, but we will reconsider for next year.

a. **Treasurer's Report**

Nothing to report.

c. **Secretary's Report**

Progress on Insurance, Road Closure Notice and Event Notice. Risk Assessments need completing and Insurance cover confirmed however before applications can be submitted. First Aid now booked. New Schedule called 'Festival Checklist 2018' now on Googledocs if members wish to see progress on general administration jobs.

5. **April Fundraiser: (7<sup>th</sup> April)**

Community Centre booked. Possible barbeque or pizzas in kitchen depending on help available. Ben B will run bar. Bens will get booze from wholesaler. ALL children must be supervised by parent or guardian and needs including in advertising. Over 15s can come in under their own sail. Chris Syver or Luppo might be able to help with Barbeque (Luppo holds our barbeque kit) **ACTION Steve Attfield** to follow up. **ACTION Steve Attfield** to organise, and **ACTION Chair and Alan** to complete Risk Assessment. Committee to lend a hand on the day (from 12 noon to set up). First Aid person needs to be identified **ACTION Steve Attfield**.

6. **Main Festival Event (Thursday 19<sup>th</sup> – Sunday 22<sup>nd</sup> July 2018)**

- a. Bands booked, including Samba Band for Thursday.
- b. Rural Crafts and working horses at Upcote Farm booked.
- c. **ACTION Chair** to contact The Pump for donation (and Ruby Run?)
- d. **ACTION Ben B** to ask Stefan Farley to see if we can do a 'Long Delay Ahead' notice to close road for Samba Band on Thursday night.
- e. **Action Josie** to add Thursday night Samba event to letter notifying residents and businesses (Alan available to help with letters).

- f. **ACTION Ben W** to research second-hand Gazebos 6M x 3M or 6M x 4.5M.
  - g. **ACTION Chair and Alan** to follow up on Coop Community Fund.
  - h. **ACTION Chair and Bens** to order 500 wrist bands for raffle and to see where we can get at best price.
  - i. Goose event ... Geese £10 each (with 8 from a £30 board 12mm MDF). Idea of a 'Dressage' and 'Goose Downhill Race' with prize for each winner. Festival Wrist Band gains entry to VIP Enclosure but more thought and ideas needed on this. **ACTION Helen** to decorate existing goose to show off (the goose, not Helen).
  - j. **ACTION Meg** to follow up on Waitrose charity giving (green coins).
7. A.O.B.
- Alan note: add Monica to email list.
- Dartmoor Leaf has £3M to hand out by 2019, with Community organisations getting 90% funding (10% might be 'in kind' value not just cash?). **ACTION Chair and Alan** to follow up with David Hinsleworth at Business Information Point (next to Mole Avon).
- Idea for a Comedy Night late in year at Community Centre, we pay Centre £25 so we can run our own bar.

#### **Date of next meeting**

Wednesday 25<sup>th</sup> April 2018 in The George (Function Room)

The meeting ended at 9:45pm

End