

# Hatherleigh Festival Committee Meeting

Committee Meeting Minutes

**Date and place of Meeting:** 17<sup>th</sup> April 2019, 8pm at The George.

1. **Apologies for Absence**  
Sally Vick, Ben Whiting, Leigh Winsbury, Paul Flowers
2. **Committee Members Present:** Steve Carter, Monica Jones, Steve Attfield, Alan Durrant, Joe Picarella, Luppo Diepenbroek, Alan Beaman, Greg Bushell, Chris Sivyer.
3. **Minutes of the previous meeting for approval**  
Minutes of the previous meeting were approved as accurate.
4. **Matters arising from the previous minutes:**  
**ACTION Chair**, Festival T shirts. Seating: Luppo proposed and the meeting agreed to purchase hessian sacks to cover bales **ACTION Luppo** to arrange 20 bales and sacks. Alan D spoke to Dartmoor Prison Diversity Project who agreed to make up some benches for us **ACTION Alan D** to arrange. The meeting authorised the purchase of stain and screws for benches **ACTION Alan D**.

Re: band contracts, Greg said he was very happy to send out contracts and continue to receive technical requirements, so the meeting decided to continue with arrangements as in previous years, **ACTION Greg and Josie** to liaise.

The meeting asked that we confirm that Phil the Sound Guy is booked **ACTION Ben W**

5. **Officers' Standing Reports** with discussion and actions arising
  - a. **The Chair reported:**  
Steve to speak to N0.10 1pm – 1;30 ask Monica???. Steve reported Insurance now in place and paid for.
  - b. **Secretary's Report**  
Alan confirmed that:
    - Bird boxes for Craft tent collected from Dartmoor Prison
    - Janet Rewse came back with quote for loo cleaning (£150). This was agreed by meeting, **ACTION Alan** to book Janet.

- Hat Flier designed and ready for print **ACTION Alan** to send out to committee so everyone can see the flier design. **ACTION Alan** to ask Jane when we could put flier into Pump.
- Event notice applied for and permissions received from Devon CC.
- Road Closure applied for (awaiting response but this can take a while).

### c. Treasurer's Report

Paul reported (via email) Balance as at 30th November £12,587.39, awaiting recent bank statement.

#### Recent activity

Cash received £50.00

Cheques written; £572.00 RTIS Liability insurance, £21.00 Alan Durrant (Reimbursement of Temporary Road Closure Application)

**Sponsorship Proposal by Paul - (fundraising)**, presented at previous meeting and agreed by committee

**Bronze** - Sponsor mentioned in program

**Silver** - As above + Sponsor mentioned on volunteers T-shirt

**Gold** - As above + Band sponsor (Mentioned before and after Band)

**Platinum** - As above + display sponsors corporate logo at Festival (Sponsor to provide logo).

**ACTION Chair, Alan D and Paul** to put into an action plan.

## 6. Agenda Items

Planning for 2019:

- **ACTION Alan** to put Steve A and Chris onto WhatsApp Festival group.
- Thursday night concert – Monica reported that arrangements in progress, Michael Morpurgo booked. **ACTION Greg** to speak to Players re technical kit required for concert **ACTION Monica** to get Players contact details to Greg.
- **ACTION Alan** to drop Steve A a copy of the programme so Steve can update Listserv info **ACTION Steve A**.
- Chris has procured road closure pre-warning signs.
- Luppo and James – we will have 2 x pulled pork joints for afternoon (Saturday).

7. A.O.B.  
None.

**Date of next meeting**

**THURSDAY** 23<sup>rd</sup> May, 8:00pm, at THE GEORGE HOTEL

The meeting ended at 8:50pm