

# Hatherleigh Festival Committee Meeting

Committee Meeting Minutes

**Date and place of Meeting:** 27<sup>th</sup> February 2019, 8pm at The George.

1. **Apologies for Absence**  
Sally Vick, James Simpson, Greg Bushell.
2. **Committee Members Present:** Steve Carter, Monica Jones, Steve Attfield, Alan Durrant, Paul Flowers, Joe Picarella, Josie Lloyd.
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 Steve Attfield** to chat to Ben May about horse and cart. **ACTION Chair** to follow with Alladie. **ACTION ALL** to think about seating for square. **ACTION Alan D** to book cleansing of Square for Sunday 21<sup>st</sup> July 2019.
5. **Officers' Standing Reports** with discussion and actions arising
  - a. **The Chair reported:**  
We've booked the Community Centre for Festival 2020. **ACTION Alan D** to write to other primary schools re: Hat Parade. **ACTION Alan D** to contact Rob Willis at Exeter Youth Orchestra to book them for Sat 25<sup>th</sup> July 2020.
  - b. **Secretary's Report**  
Alan reported Road Closure and Event notice ready to go. Consultations completed. Chapter 8 in place and OK. Ambulance provision booked (same price as last year). Toilets extended hours – request to Janet Rewse made – awaiting reply. Hat parade rules written up: and Hat parade prizes need to be decided (so we can produce flier). Bird boxes for craft tent – written to Dartmoor Prison requesting they make these. Alan reminded meeting we need Insurance sorted out so we can make application for our Event Notice and Road Closure.
  - c. **Treasurer's Report**  
Paul reported change of signatures in progress. **ACTION Paul** to develop our fund-raising strategy. Paul and others made some suggestions: we could buy some basic hats to sell during Festival, with Hat 'selfie' booth, a 'Hatterleigh'

banner across the road, **ACTION Joe** to research hats for sale and **ACTION Paul** to add these as possible ideas for Fundraising and to include Lotto strategy:

### **LOTTO Strategy**

1. Produce Fliers with Lotto on one side and Hats parade on other (**ACTION Alan D** produce, **ACTION Chair** to print) to distribute over the next couple of months
2. Hand out more bespoke fliers at Festival
3. Promote via Facebook and website (**ACTION Chair**) starting from now.

## **6. Agenda Items**

Planning for 2019:

- **ACTION Josie** to ask James McInnes for cost of renting Old School
- **ACTION Chair** to add column to programme and then to indicate for Safety Officer where we need third party Risk Assessment and their own Third-Party cover
- **ACTION Chair** to book marquee
- The meeting accepted Steve Atfield's very kind offer to sponsor the Hat Parade prizes (total cost £65). Thanks Steve!
- **ACTION Alan D** to write to all committee members to see if they would be prepared to join an organisers WhatsApp group
- NOTE: Community Centre booked for Fundraiser on 26<sup>th</sup> October 2019
- Josie reported Knit and Natter group will be organising environmental stalls, workshops etc. in the Church. **ACTION Alan D** to write to Barbara Greenhill to thank the group.
- **ACTION Alan D** add to Volunteer Rota two people needed at Community Centre for Thursday Concert
- **ACTION Chair** to ask if Shanti will be part of Nature activities

7. A.O.B.  
None.

### **Date of next meeting**

24<sup>th</sup> March, 8:00pm **ACTION Alan D** to see if we can book The Tally Ho for our meeting.

The meeting ended at 9:00pm