



MINUTES OF MEETING HELD AT The club
On Monday April 27th 2022

Present	Jennifer Annetts JA	Isobel Horsley - secretary IH
	Wendy Hatch WH	Denise Lamb DL
	Robert Pasterfield RP	Carol Sharpe CS

Apologies for Absence

Graeme Gambrell Treasurer GG Pauline Collins PC Chris Smart

The minutes of the last meeting were taken as read and there were no matters arising

Financial report

We discussed card readers. The Players have purchased two and we will discuss with them whether we can borrow them. We decided that two were probably sufficient but may purchase one of our own as well.

We will decide whether to make a donation to the war memorial fund after fairfest has taken place

Contact these doing demonstrations to obtain their bank details for payment/donation IH

Fairfest 2022

- The marquee will be erected on Thursday, someone will be present to make sure that the walk-in fridge is sited in a suitable place.
- Electrics Showman will connect the electrics on Sunday morning from 10.30 but will hopefully be available on Friday when George and Ken will be digging the trench. There will be a head mic for Ruth to use.
- Toilets we agreed that Wendy will to check the toilets and that someone will need to clean them on Sunday morning between the two events
- The skip has been ordered by Booker and best which will be on site from Friday until Tuesday IH
- Parking last Fairfest we had stop go signs JA will look for these as they made the parking easier.

The bar license and insurance is being dealt with by JA

- Risk assessment RP has done a first draft and after discussion will amend it appropriately
- Covid precautions.

Antibacterial gel will be available in the toilets as well as at the bar and the barbecue these arrangements will be reviewed nearer the time should the Covid risk alter. RP

- **Publicity.** We finalised the design for the poster and the programs and have agreed that we should get 20 A4 posters and one A3 poster; that we should do some A6 flyers and do a first printing of 100 programs PC.
- A boards will display the running order and a sign that Parking is at owner risk at the top of theMeadow way access and at the entrance from the car park PC to print
- Just property have the design for the boards we would hope to put those up about two weeks before the event CS will check.
- Advertising DL we'll check that Fairfest goes into the usual free adverts. DL and IH will distribute the posters.

The banners will go up in the next week to 10 days DL IH

Programs will be sold in the village shop GG and we will ask Hairbase if they will sell them as well IH

The small signs with arrows on need to be checked and counted and some needs to have P put on them to denote parking. DL JA

The site plan as set out on the back of the program was amended slightly to allow space for the donkey petting area.

- 30 Straw bales will be delivered on Saturday morning Dale needs reminding
- Check with John Pulfer re bucket IH

Food

The burgers and sausages were tasted and it was decided to increase the order to 400 burgers and 400 sausages DL. JA will organise ordering of the buns and also obtain the onions, sauces and toilet rolls.

WH has ordered 100 sausage rolls and will publicise the need for cake

Franconia bakery have offered scones for the teas

Bar

It has been decided to purchase as he drinks from Tesco's as other suppliers were unable to offer lower prices RP. The upper estimate of need will be purchased and any excess will be sold off after the event. RP has organised the layout for the bar and helpers for both days.

Ice and other sundries will be organised as well RP.

There are plenty of glasses and cups for the tea and coffee that GG has in storage

Arenas

- The arrangements for the dog show were discussed. It will commence at 1:30 and will be fully organised by Rebecca she will provide the prizes she will also provide a walkie-talkie so that the results of the dog show can be announced and we may have a parade of the winners in the main arena.
- The walking football demonstration will take place at 12:30 in the Dog show arena.
- CS and WH will organise the drummers.
- IH will contact all of the performers with a copy of the start and finish times for the arenas
- IH will contact the stallholders with details of arrival and departure times etc
- IH will check with the archery about the level of supervision, insurance, and risk assessment

Next meeting

Monday 23rd May at 5.30